

IT IS EXPECTED THAT A QUORUM OF THE PERSONNEL COMMITTEE, BOARD OF PUBLIC WORKS, PLAN COMMISSION AND ADMINISTRATION COMMITTEE WILL BE ATTENDING THIS MEETING; (ALTHOUGH IT IS NOT EXPECTED THAT ANY OFFICIAL ACTION OF ANY OF THOSE BODIES WILL BE TAKEN)

PUBLIC HEARING

6:50 P.M- Comments on the proposed changes to Menasha Ordinance 13-1-66 (permitting the use of sidewalk signs in the C-1 General Commercial District)

6:55 P.M- Special Use Permit of St. Timothy's Lutheran Church (473 7th St)

**CITY OF MENASHA
Common Council
Council Chambers, 3rd Floor- 140 Main St., Menasha**

July 2, 2007

7:00 PM

AGENDA

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I. CALL TO ORDER

A. Call to Order

II. PLEDGE OF ALLEGIANCE

A. Pledge of Allegiance

III. ROLL CALL/EXCUSED ABSENCES

A. Roll Call

IV. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. Common Council, 6-18-07

☐

[Attachments](#)

Minutes to receive:

B. Administration Committee, 6-18-07

☐

[Attachments](#)

C. Board of Public Works, 6-18-07

☐

[Attachments](#)

D. Public Hearing, 6/18/07

☐

[Attachments](#)

E. Board of Health, 5-16-07

☐

[Attachments](#)

F. IT Steering Committee, 5/16/07, 5/29/07

☐

[Attachments](#)

G. Plan Commission, 6/27/07

☐

[Attachments](#)

Parks and Recreation Board, 5/14/07

☐

H.

[Attachments](#)

Communications:

1. Sec. 7-2 - Fermented Malt Beverages and Intoxicating Liquor ☐ [Attachments](#)
2. Charlotte Reimer (952 Fourth St.), 6/23/07; Proposed dog in parks ordinance ☐ [Attachments](#)
3. Menasha Action Council, 6/28/07; Support for additional parking at corner of Racine St. and Broad St. ☐ [Attachments](#)
4. FC Vander Wyst, 6/13/07; Auto Pulse Clinical Trials ☐ [Attachments](#)
5. Fox Cities Visitors Bureau, 6/11/07; Regional wayfinding signange project ☐ [Attachments](#)
6. Menasha Utilities, 7/07; The Wire Newsletter ☐ [Attachments](#)

V. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Five (5) minute time limit for each person

- A. Public Comments on any matter of concern to the city

VI. APPOINTMENTS

- A. Mayor's Appointment to the Heckrodt Wetland Reserve Board: ☐ [Attachments](#)
 1. Sheila Brucks, 238 Butte des Morts Dr., for the term of July 2007 to April 2008
- B. Mayor's Appointment to the Library Board: ☐ [Attachments](#)
 1. Jill Enos, 732 Nicolet Blvd, for the term of July 1, 2007 to July 1, 2010
- C. Mayor's Appointment to the Valley Transit Board (Menasha Representative) ☐ [Attachments](#)
 1. Roger Kanitz, 516 Riverway, for the term of July 2007 to July 2010

VII. CLAIMS AGAINST THE CITY

- A. None

VIII. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

- A. Jim Hellen: Independent Inspections LTD - Inspection Procedures

IX. REPORT OF COMMITTEES/BOARDS/COMMISSIONS

- A. Plan Commission:
 1. 6/12/07, Recommends approval of the special use permit for St. Timothy's Lutheran Church ☐ [Attachments](#)
 2. 6/27/07; Recommends approval of the amendment to sign ordinance to allow sidewalk signs in the C-1 Commercial District
 3. 6/27/07; Recommends approval of a utility easement on Natures Way ☐ [Attachments](#)
- B. Administration Committee:
 1. City of Menasha Electronic Communications & Information Technology Policy (Recommendation of IT Steering Committee) ☐ [Attachments](#)
 2. Accounts payable and payroll for 6/21/07 - 6/28/07 in the amount of \$767,089.26 ☐ [Attachments](#)
- C. Board of Public Works:

1. **Street Use Application - 14th annual St. Joe 5K Run/Walk for St. Joseph Food Pantry; Saturday, November 3, 2007; 8:45 AM to 10:00 AM (Pacesetter's of the Fox Cities)** ☐ [Attachments](#)
2. **Street Use Application - 37th Otto Grunski Family Festival; Saturday, July 28, 2007; 7:00 AM - 12:00 AM; Community Forward, Inc.** ☐ [Attachments](#)
3. **Consideration of concerns of Briarwood Cottage residents regarding proposed asphalt walk/trail on Midway Road (Ald. Wisneski) (Held 6/18/07)** ☐ [Attachments](#)
4. **Concerns regarding drainageways at 2160 Manitowoc Road and 2140 Grassy Plains Drive**
5. **Request for stop sign on Keyes Street at Willow Lane (Ald. Merkes) (Held 6/18/07)** ☐ [Attachments](#)

X. ORDINANCES AND RESOLUTIONS

- A. **Substitute Amendment 1 to O-12-07 - An Ordinance Relating to Signs** ☐ [Attachments](#)
- B. **R-13-07 - A Resolution pertaining to payment of the interest for the Steam Utility** ☐ [Attachments](#)
- C. **R-14-07 - A Resolution acknowledging review of City of Menasha 2006 Compliance Maintenance Annual Report Under Wisconsin Administrative Code NR 208** ☐ [Attachments](#)

XI. HELD OVER BUSINESS

- A. **Motion to direct DPW Radtke to remove three angle parking stalls on Broad Street, west of the east exit driveway of the Broad Street Parking Lot (Recommendation by Parking Committee)**

XII. COUNCIL DIRECTIVES

- A. **CA/HRD Brandt - Steps of walkway behind 175 Main St. (Ald. Taylor)** ☐ [Attachments](#)
- B. **CA/HRD Brandt - Explanation on elected officials accepting gifts not offered to the public (Ald. Merkes)**
- C. **Clerk Galeazzi - Policy on additional items sent to Aldermen with their Council packet (Ald. Merkes)** ☐ [Attachments](#)
- D. **CDD Keil - Badger Ice Cream sign issue (Ald. Hendricks)**
- E. **PRD Tungate - Landscaping lights at City Square (Ald. Taylor)** ☐ [Attachments](#)

XIII. CITIZEN REPRISE (People from the gallery to be heard; only pertaining to matters on the agenda - five (5) minute time limit for each person)

- A. **Public comments on matters pertaining to the agenda**

XIV. ADJOURNMENT

- A. **Adjournment**

MEETING NOTICE - July 16, 2007
Common Council - 7:00 p.m.
Administration Committee - 6:00 p.m.
Board of Public Works - 6:30 p.m.

Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to

contact the Clerk's Office at 967-3600 at least 24-hours in advance of the meeting so special accommodations can be made.

CITY OF MENASHA
Common Council
Council Chambers, 3rd Floor- 140 Main St., Menasha
June 18, 2007

MINUTES DRAFT

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I. CALL TO ORDER

A. [Call to Order](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Meeting called to order by Mayor Laux at 9:10 p.m.			

II. PLEDGE OF ALLEGIANCE

A. [Pledge of Allegiance](#)

III. ROLL CALL/EXCUSED ABSENCES

A. [Roll Call](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	PRESENT: Ald. Hendricks, Michalkiewicz, Chase, Merkes, Taylor, Wisneski, Pack			
	EXCUSED: Ald. Eckstein.			
	ALSO PRESENT: Mayor Laux, CA/HRD Brandt, PC Stanke, DPW radtko, CDD Keil, C/T Stoffel, PRD Tungate, Clerk Galeazzi and the Press. EXCUSED: PHD Nett.			

IV. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. [Common Council, 6-4-07](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to approve Common Council minutes, 6-4-07	Alderman Michalkiewicz	Alderman Pack	Passed
	Motion carried on voice vote.			

Minutes to receive:

B. [Administration Committee, 6-4-07](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Move	to approve Minutes to Receive B-N and Communications 1-6.	Alderman Michalkiewicz	Alderman Pack	Passed
Motion carried on voice vote.				

- C. [Board of Public Works, 6-4-07](#)
- D. [Police Commission, 5-17-07](#)
- E. [N-M Sewerage Commission, 5-22-07](#)
- F. [Safety Committee, 5-9-07; City Hall](#)
- G. [Safety Committee, 5-22-07; Public Works Facility and Parks Department](#)
- H. [Safety Committee, 5-17-07; Police Department](#)
- I. [Water & Light Commission, 5-23-07](#)
- J. [Water & Light, 5-23-07; Closed Session-Steam Contract Discussion](#)
- K. [Water & Light, 5-23-07; Closed Session-Grievance discussion](#)
- L. [Public Library Board, 5-15-07](#)
- M. [Public Library, 6-4-07; Building and Grounds Committee Meeting](#)
- N. [Plan Commission, 6-5-07, 6-12-07](#)

Communications:

- 1. [Press Release, 6-4-07; Click It or Ticket Proves to be Successful in Menasha](#)
- 2. [FC Vander Wyst, 6/13/07; PH Glatfelter fire](#)
- 3. [Public Works Facility, 6-7-07; May 2007 Disposal Violations](#)
- 4. [Damon Isajiw \(Student Nurse\) to Menasha Health Dept., 6-7-07; Thank you to Public Health Nurses](#)
- 5. [Post Crescent article, 6-14-07; Open Meetings law gets needed boost](#)
- 6. [Menasha Utilities, 6-7-07; June issue of The Wire Newsletter](#)

V. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Five (5) minute time limit for each person

- A. [Public Comments on any matter of concern to the city](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	A. Tony Weinandt, 829 Ida Street. Don't support increasing Mayor's salary.			

VI. APPOINTMENTS

- A. [Mayor's Appointments to the Library Board:](#)
 - 1. [Susan R. Werley, 1531 Rue Reynard, for the term of July 1, 2007 to July 1, 2010.](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to approve appointment	Alderman Wisneski	Alderman Pack	Passed

Motion carried on voice vote.

B. Mayor's Reappointment to Board of Review:

1. Marseilles Bayer, 620 Tenth St., for the term of July 1, 2007 to July 1, 2012

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to approve reappointment	Alderman Wisneski	Alderman Taylor	Passed
Motion carried on voice vote.				

VII. CLAIMS AGAINST THE CITY

A. None

VIII. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. None

IX. REPORT OF COMMITTEES/BOARDS/COMMISSIONS

A. Plan Commission:

1. 6/5/07; Recommends approval of the Proposed natural gas easement on Natures Way

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to approve proposed utility easement on Natures Way	Alderman Merkes	Alderman Michalkiewicz	Passed
Motion carried on voice vote.				

B. Administration Committee:

1. License: "Class B" application of BDD&G Holdings of Appleton, d/b/a Germania Hall, Lori Masiak Agent, for the premises at 320 Chute Street for the 2006-2007 licensing year.

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to approve license	Alderman Wisneski	Alderman Taylor	Passed
Motion carried on voice vote.				

2. License: Renewal "Class B" application for BDD&G Holdings of Appleton, d/b/a Germania Hall, Lori Masiak, Agent for the premises at 320 Chute Street for the licensing year July 1, 2007-June 30, 2008

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to approve renewal license	Alderman Wisneski	Alderman Taylor	Passed
Motion carried on voice vote.				

3. Disposal of Obsolete Computer Equipment (Donate to WI Dept. of Corrections)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	to approve disposal of obsolete computer	Alderman	Alderman	

Move	equipment	Wisneski	Chase	Passed
	Motion carried on roll call 7-0.			

4. [2007 Wisconsin Wins Memorandum of Understanding between Winnebago County Tobacco Free Coalition and Menasha Police Department](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to approve MOU	Alderman Wisneski	Alderman Pack	Passed
	Motion carried on roll call 7-0.			

5. [Accounts payable and payroll for 6/7/07-6/14/07 in the amount of \\$2,183,810.87](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to approve accounts payable and payroll	Alderman Wisneski	Alderman Pack	Passed
	Motion carried on roll call 7-0.			

C. Board of Public Works:

1. [Consideration of concerns of Briarwood Cottage residents regarding proposed asphalt walk/trail on Midway Road \(Ald. Wisneski\)](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Acted on in Board of Public Works - appear on July 2 agenda.			

2. [Request to enclose open drainage area at 2160 Manitowoc Road \(Ald. Chase\)](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Acted on in Board of Public Works - appear on July 2 agenda.			

3. [Request for stop sign on Keyes Street at Willow Lane \(Ald. Merkes\)](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Acted on in Board of Public Works - appear on July 2 agenda			

4. [Cal. Cnty. Hwy. Dept. to DPW Radtke, 6-7-07; Request to apply for HSIP funds for CTH.LP/Manitowoc Rd. Intersection](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to have City of Menasha apply for HSIP grant	Alderman Taylor	Alderman Merkes	Failed
	Discussion. Motion failed on roll call 2-5. Ald. Merkes, Taylor - yes. Ald. Wisneski, Pack, Hendricks, Michalkiewicz, Chase - no.			

5. [Consideration of option for surplus commodity revenue through Tri-County Regional Recycling Program](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to have City of Menasha cast its ballot for Winnebago County to refund the recycling revenue to the municipalities	Alderman Merkes	Alderman Pack	Passed
	Motion carried on roll call 7-0.			

X. ORDINANCES AND RESOLUTIONS

A. [O-9-07 - An Ordinance Relating to Mayoral Salary \(Held 5/21/07\)](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to adopt O-9-07	Alderman Michalkiewicz	Alderman Chase	Failed
	Discussion. Motion failed on roll call 3-4. Ald. Pack, Michalkiewicz, Chase - yes. Ald. Merkes, Taylor, Wisneski, Hendricks. - no.			

XI. HELD OVER BUSINESS

A. [Licenses: Renewal liquor and malt beverage applications on file for the licensing year July 1, 2007-June 30, 2008 \(The Vault, Solea's Mexican Restaurant, Frankys, Hanks\)](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to approve renewal licenses	Alderman Wisneski	Alderman Pack	Passed
	Discussion. Motion carried on roll call 7-0.			

B. [Consulting Agreement with McClone Insurance Group, July 1, 2007 to June 30, 2008, and authorized signature \(held 6/4/07\)](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to approve Consulting Agreement	Alderman Wisneski	Alderman Pack	Passed
	Discussion. Motion carried on roll call 6-1. Ald. Taylor - no.			

XII. COUNCIL DIRECTIVES

A. [CDD Keil - Badger Ice Cream sign issue \(Ald. Hendricks\)](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Staff has met with the manager to discuss issues. The sign company has been contacted to move the sign and set a date to have work completed.			

B. [CDD Keil - Update on 535 1st St. \(Ald. Taylor\)](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result

	The structure at 535 First Street has been razed and a temporary snow fence has been placed around the excavation area. Habitat is advancing with the plans for a new construction. They have a family in mind and construction should begin by end of summer.
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C. [CDD Keil - Steps of walkway behind 175 Main St. \(Ald. Taylor\)](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	CA/HRD Brandt will report on this at the July 2 meeting. He will be meeting with a representative of CVMIC next week to discuss this safety issue.			

D. [PWD Radtke - River St. landscaping \(Alcan Packaging\) \(Ald. Wisneski\)](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Alcan is scheduled to start the project of the parking lot and landscaping by the end of summer.			

E. [PWD Radtke - Vision control problem at City Square \(Ald. Merkes\)](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	The wall/planter with the type of shrub is causing a vision problem. Options are to trim back the current shrubs or replace with a smaller growing shrub.			

F. [PRD Tungate - Timeline for landscaping at Marina Place \(Ald. Merkes\)](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	The site plan is being prepared. Park staff will do the work and should be completed in a few weeks.			

G. [PRD Tungate - Landscaping lights at City Square \(Ald. Taylor\)](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Beck Electric has replaced some of the lights and is looking at other options for better replacements on some of the larger lights.			
	NEXT AGENDA: Ald. Hendricks - sign issue at Badger Ice Cream. Ald. Merkes - 1) policy on additional items included in envelope with Council packet; 2) policy on elected officials accepting gifts. Ald. Taylor - landscape lights at City Square.			

XIII. CITIZEN REPRISE (People from the gallery to be heard; only pertaining to matters on the agenda - five (5) minute time limit for each person)

A. [Public comments on matters pertaining to the agenda](#)

XIV. ADJOURNMENT

A. [Adjournment](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to adjourn at 9:47p.m.	Alderman Taylor	Alderman Pack	Passed
	Motion carried on voice vote.			
	Respectfully submitted by Deborah A. Galeazzi, City Clerk			

CITY OF MENASHA
Administration Committee
140 Main Street, 3rd Floor Council Chambers
June 18, 2007

MINUTES DRAFT

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I. CALL TO ORDER

A. [Call to Order](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Meeting called to order by Chairman Wisneski at 7:46 p.m.			

II. ROLL CALL/EXCUSED ABSENCES

A. [Roll Call](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	PRESENT: Ald. Hendricks, Michalkiewicz, Chase, Merkes, Taylor, Wisneski, Pack.			
	EXCUSED: Ald. Eckstein.			
	ALSO PRESENT: Mayor Laux, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel, PRD Tungate, MUGM Young, Clerk Galeazzi and the Press.			

III. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. [Administration Committee, 6/4/07](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to approve Administration Committee Minutes, 6/4/07	Alderman Michalkiewicz	Alderman Hendricks	Passed
	Motion carried on voice vote.			

IV. DISCUSSION

A. [Update on Steam Utility Project and Water Treatment Plant. \(Discussion Only\)](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	MUGM Young reported on the Steam Utility Project: The #4 Boiler is down for maintenance. They are mixing the coal received from the new vendor with the coal from the old vendor to use up the current supply of coal. The vibratory feeder will be			

removed from the coal unloading building. The noise issue was looked at on June 13 by a consultant. He will come back with a recommendation. A draft of the workout plan is expected by the end of the week. Dresser Rand is working on the #5 turbine generator. There was some damage to the rotor so it was shipped to Chicago for repairs. The turbine outage will take more than the original 16 days anticipated.

Water Treatment Plant: The ash silo is almost completed. The ultra-violet light will be installed soon. Staff is now focusing on implementing all the control system equipment. Broad Street is dug up and work is being done on underground piping. The lake circulation project is running slower than expected. They are having issues with the installation of pipes.

- B. [License: "Class B" application of BDD&G Holdings of Appleton, d/b/a Germania Hall, Lori Masiak Agent, for the premises at 320 Chute Street for the 2006-2007 licensing year.](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Clerk Galeazzi reported final inspections have been completed by the Fire Dept., Health Dept., and Building Inspectors and they give their approval to issue a liquor license.			

- C. [License: Renewal "Class B" application for BDD&G Holdings of Appleton, d/b/a Germania Hall, Lori Masiak, Agent for the premises at 320 Chute Street for the licensing year July 1, 2007-June 30, 2008.](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	No Questions or Discussion.			

- D. [Disposal of Obsolete Computer Equipment \(Donate to WI Dept. of Corrections\).](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	No Questions or Discussion.			

- E. [2007 Wisconsin Wins Memorandum of Understanding between Winnebago County Tobacco Free Coalition and Menasha Police Department.](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	PC Stanke reported the Police Dept. agrees to accompany/follow the WI Wins team during the compliance checks. The Police Dept. may issue a citation to the vendor(s) who illegally sell tobacco to the minor immediately following the transaction.			

- F. [Accounts payable and payroll for 6/7/07-6/14/07 in the amount of \\$2,183,810.87.](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Ck. #12821-Schweitzer's Catering-\$369.69 - crossing guard dinner. Ck. #12861-Chubb Recovery-\$2,562.24 - payout on claim against the City involving City vehicle. Ck. #12898-Menasha Utilities-\$72.36 - final bill for gatehouse property. Ck. #12905-Michels Materials-\$1,690.28 - stone for Natures Way.			

V. ADJOURNMENT

A. [Adjournment](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to adjourn at 8:00 p.m.	Alderman Michalkiewicz	Alderman Pack	Passed
	Motion carried on voice vote.			
	Respectfully submitted by Deborah A. Galeazzi, City Clerk			

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers, 140 Main Street, Menasha
June 18, 2007

MINUTES DRAFT

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I. CALL TO ORDER

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Meeting called to order by Chairman Pack at 8:00 p.m.			

II. ROLL CALL/EXCUSED ABSENCES

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	PRESENT: Ald. Hendricks, Michalkiewicz, Chase, Merkes, Taylor, Wisneski, Pack.			
	EXCUSED: Ald. Eckstein.			
	ALSO PRESENT: Mayor Laux, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel, PRD Tungate, Clerk Galeazzi and the Press.			

III. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

A. [June 4, 2007](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to approve Board of Public Works minutes, 6/4/07	Alderman Taylor	Alderman Michalkiewicz	Passed
	Motion carried on voice vote.			

IV. DISCUSSION

A. [Consideration of Concerns of Briarwood Cottage Residents Regarding Proposed Asphalt Walk/Trail on Midway Road \(Ald. Wisneski\)](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Ald Wisneski explained the resident at Briarwood Cottages are concerned with walking on the asphalt trail along Midway Road. The trail is uneven and hard to see with the dark surface.			

	DPW Radtke explained the current trail is only 5' wide and is uneven because it could not be installed with a paver. An 8' wide trail could be installed using the paver and would be more even.
	Discussion ensued, concrete trail would hold up better than an asphalt trail. It was agreed to refer this item to the July 2 agenda.

B. [Request to Enclose Open Drainage Area at 2160 Manitowoc Road \(Ald. Chase\)](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Ald. Chase received a letter from Dave and Sue Prinsen, 2160 Manitowoc Road explaining their concern is safety with the culvert on their property. They are asking for help with the problem.			
	DPW Radtke explained the storm sewer discharges to open culvert areas. There will be a cost to construct a structure to cover up the area which is not budgeted for.			
	Sue Prinsen, 2160 Manitowoc Road spoke on the safety issue. Michael Larsen, 2140 Grassy Plains spoke on a similar situation on his property. Chairman Pack referred Mr. Larsen's issue to another agenda.			
	Discussion ensued if funds would be available from other accounts, if PW crews can do the work and what type of a solution to help resolve the problem. For safety reasons, DPW will install grates on the ends of the two larger storm sewer pipes.			

C. [Request for Stop Sign on Keyes Street at Willow Lane \(Ald. Merkes\)](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Ald. Merkes explained residents in the area of Keyes Street are concerned with excessive speed. They are looking for suggestions to help resolve this speeding problem. Ald. Merkes asked to refer this item to the July 2 agenda to allow for residents to attend the meeting.			

D. [Cal. Cnty Hwy. Dept. to DPW Radtke, 6-7-07; Request to Apply for HSIP Funds for CTH.LP/Manitowoc Rd. Intersection](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	DPW Radtke explained as directed by the Council, he sent a letter to Town of Harrison and Calumet County requesting them to apply for the HSIP grant. He received a letter from Calumet County asking for more direction from the City.			
	Discussion ensued on the City has done what they can to make this a safe intersection. Town of Harrison and Calumet County need to do their part.			

E. [Consideration of Options for Surplus Commodity Revenue Through Tri-County Regional Recycling Program](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	DPW Radtke explained the City has the opportunity to receive the surplus revenue from the Tri-County Regional Recycling Program. In past years the majority of the municipalities involved in the program have elected to retain the surplus in the fund. This year he is recommending the City elect to have the surplus funds refunded. The City's share is estimated at \$74,953. He is making this recommendation due to the			

	favorable commodity markets and the success of the tri-county regional recycling program.
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V. ADJOURNMENT

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to adjourn at 9:10p.m.	Alderman Taylor	Alderman Hendricks	Passed
Motion carried on voice vote.				
Respectfully submitted by Deborah A. Galeazzi, City Clerk				

CITY OF MENASHA
PUBLIC HEARING
Council Chambers, 3rd Floor
140 Main Street, Menasha
June 18, 2007

MINUTES

- I. Public Hearing called to order Mayor Laux at 6:55 p.m.
Present: Ald. Hendricks, Michalkiewicz, Chase, Merkes, Taylor, Wisneski, Pack
Excused: Ald. Eckstein
Also Present: Mayor Laux, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil,
C/T Stoffel, Clerk Galeazzi and the Press.

**Proposed removal of three angle parking stalls on Broad Street, west of the east exit
driveway of the Broad Street Parking Lot.**

People Speaking: No one.

People Signing: No one.

- II. Mayor Laux called the hearing to a close at 6:56 p.m.

Deborah A. Galeazzi
City Clerk

CITY OF MENASHA
Board of Health
Health Department Conference Room
May 16, 2007

MINUTES

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I. CALL TO ORDER

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Meeting called to order by Chairman C. Rusin at 8:17 AM. Members present: Candyce Rusin, Dr. Teresa Shoberg, Lori Asmus, Dorothy Jankowski, Susan Nett			

II. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

A. [BOH Minutes 4-11-2007](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	minutes from April 11, 2007 meeting	Dorothy Jankowski	Lori Asmus	Passed

III. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. [60+ Program Presentation to County Committee on Aging](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Sue Nett and Val Davis PHN gave a presentation on the 60+ program to the Winnebago County Committee on Aging at their April meeting. S. Nett felt this was a great opportunity for committee members to be aware of all that the 60+ program offers and the timing of this presentation was right before the committee reviews grant applications.			

B. [Bridges Out of Poverty Training](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Bridges Out of Poverty training was cancelled due to lack of registrations. S. Nett is looking into training specifically for health department staff.			

C. [City Safety Program Updates](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	The Common Council has approved the health department to coordinate the safety program for the city. Peggy Murphy will be the safety coordinator.			

D. [Health Department Staff - Cell Phone Request](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	The public health nurses requested cell phones, citing safety concerns when they are out making home visits. Cell phones have been provided using 24-7 funds to cover the cost. L. Asmus requested a follow-up note on usage to the board of health members after 3 months.			

E. [March Communicable Disease Monthly Report](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	March communicable disease statistics for Menasha were distributed and discussed. Sexually transmitted disease incidence remains high.			

F. [Public Health Funding in Wisconsin](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	S. Nett distributed a report from the state health officer on public health funding in Wisconsin. Board members were surprised to read that in Wisconsin 61% of the population is overweight or obese and that public health spending in Wisconsin is low per capita at \$79/person, while health care costs in the US are high at \$7498/person. The good news was that Wisconsin ranks as the 10th healthiest state in the nation.			

G. [Volunteer Recognition Tea](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Volunteer recognition tea will be held June 5th at 2 PM at the Menasha Senior Center. Volunteers are recognized for their service to the senior center and the health department every three years.			

H. [Volunteer Recruitment Update](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	S. Nett has completed presentations at three schools in Menasha. Volunteer names are slowly coming in from those presentations. Loretta Kjemhus will work as a volunteer coordinator during the summer using preparedness funds to cover the cost. It is hoped that the first volunteer training session will be scheduled in August.			

IV. ACTION ITEMS

A. [Dental Sealant Protocol/Fluoride Varnish Procedure Component](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	the dental sealant protocol/fluoride varnish procedure component	Lori Asmus	Dorothy Jankowski	Passed
	Fluoride varnish treatments are now part of the dental sealant program. The dental hygienist requested BOH approval as there is a requirement for a physician to approve the fluoride varnish treatments. Dr. Shoberg was in agreement.			

B. [Fluoride Varnish Protocol/Fluoride/Fluoride Varnish Procedure Component](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	approve fluoride varnish protocol/fluoride varnish procedure	Lori Asmus	Dorothy Jankowski	Passed
	This is the protocol for a stand alone fluoride varnish treatment program, currently being planned for preschoolers at Banta School. A physician's approval is needed for the health department to bill Medicaid. Dr. Shoberg was in agreement.			

V. HELD OVER BUSINESS

A. [2007 Community Health Survey Additional Questions](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	the additional questions	Dr. Teresa	Dorothy	

Approve	numbered A5, A11, A12, A35, and A53	Shoberg	Jankowski	Passed
	These are the additional questions for the 2007 community health survey that Aurora will be doing for the City of Menasha.			

VI. ADJOURNMENT

A. [-](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	adjourn at 9:17 AM	Lori Asmus	Dr. Teresa Shoberg	Passed
	Submitted by Susan Nett RN MPA			

CITY OF MENASHA
IT Steering Committee
Gegan Room, Menasha Public library
 May 16, 2007

MINUTES

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I. CALL TO ORDER

A. :

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Meeting called to order at 8:15 AM by CHAIRMAN Wisneski			
	Members present: CHAIRMAN Wisneski, AP Beckendorf (8:30), CLERK Galeazzi, COMP Stoffel, ITMgr Lacey, PC Stanke and PWD Radtke			
	Also Present: Mayor Laux, CA/PD Brandt, FC Vander Wyst, ITSupv James, PO Jorgenson, Mr. John Teale of Menasha Utilities and Administrative Assistant Tara Theisen of NMFR			

II. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. [Approval of minutes of April 18, 2007 meeting](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	To approve minutes of April 18, 2007 meeting	ITMgr Lacey	Alderman Wisneski	Passed

Communications:

1. [Letter from Mayor Laux](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	The letter from Mayor Laux appointed IT Steering Committee members for the next year			

III. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. [Committe monthly update on status of projects/operations/costs](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	ITMgr Lacey reviewed the monthly bar graph with the Committee and reviewed the status of various projects. ITMgr Lacey explained the upgrade of the Police Department CAD system, how time is being spent on getting the swimming pool computers and printers ready, in some cases removing software that had been installed for the enjoyment of pool staff, setting up holiday phone message on the new telephone system. ITMgr Lacey also answered questions on the sneakernet project and 'spam' control. After some discussion it was the Committee consensus to leave the 'spam' filtering performed by ITMgr Lacey as it is.			

IV. ACTION ITEMS

A. Committee update and discussion of NOVUS AGENDA software
Departments of the City not utilizing it
Granting administrator rights to other NOVUS AGENDA users

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	The Committee first discussed NMFR concerns about having to use NOVUS AGENDA for agendas and minutes. It has created double the amount of work in the Department because it can not be used to publish the minutes in Neenah. CA/PD Brandt was of the opinion that all City Departments should use NOVUS AGENDA or the City should abandon it. NOVUS AGENDA was selected for the software to use because it will have a search function which should be available in the next few months.			
Approve	Allow Neenah Menasha Fire Rescue to provide a link to the City's Website for agendas and minutes using their current reporting software	PC Stanke	Clerk Galeazzi	
	ITSupv James informed the Committee that he could set up separate sites for access to NMFR agendas and minutes			
Other	Motion to amend to place a notice on the City website explaining how to access NMFR agendas and minutes	CDSupv Beckendorf	Clerk Galeazzi	Passed
	Original motion was then voted on and passed.			
	PO Jorgenson addressed the Committee concerning his frustration at not being able to correct mistakes he makes when creating agendas or minutes in NOVUS AGENDA. He was requesting to be given administrative rights so he would not need to call one of the three people that have those rights to help him. This lead to a lengthy discussion on how agendas are prepared and what the consequences are of making administrative rights available to all users. ITMgr Lacey pointed out that if all users had those rights anyone could go back and alter minutes and agendas from the time the City started using NOVUS AGENDA. CHAIRMAN Wisneski directed that this topic should be included on the next IT Committee agenda and that CLERK Galeazzi and ITSupv James investigate if their are different levels of administrative rights which could be given out as opposed to an all or nothing administrative right.			

B. Committee discussion on purchasing permanent media equipment for the Common Council Chambers

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	MAYOR Laux informed the Committee that he had been made aware of land grant funds which could possibly be used to improve the audio and visual capabilities of the Common Council Chambers. He will have staff look into this land grant. There was discussion that the Common Council may need to address this issue because making improvements to the existing chambers may still not achieve that desired results.			

C. Committee discussion on new City website map feature and possible addition of GIS links

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Committee members were updated on the new feature on the City's website and the possibility of providing links to GIS information to make it more informative.			

D. Committee update and discussion on status of GOVERN software

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	AP Beckendorf informed the Committee that inspectors are trained in the use of this software. However, there are still some problems with the reports that are generated. This item should appear on next month's agenda for further discussion.			

Committee discussion and recommendation on use of email by employees to advertise

E. [personal items for sale](#)**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to deny the use of the email system for advertising sale of personal property items. After further discussion, it was felt that this was already covered by the City's Personal Policy handbook and that any violation of policy should be handled by the Department Head. Motion and second were withdrawn.	ITMgr Lacey	CDSupv Beckendorf	

F. [Committee discussion on improvements to City website main page](#)**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	AP Beckendorf stated that our main webpage needs to be more functional. The City should have a 'Whats new/What's happening' section, updates on traffic problems/road construction and possibly lightening up the background. CHAIRMAN Wisneski stated that she has been contacted and people would like to see pictures of the City, a listing of office hours, and a mission statement if the City has one. CA/PD Brandt thought these were all good ideas but who is supposed to make these changes and when should those changes be made. This topic will continue to be reviewed by the Committee.			

G. [Committee discussion on next Committee meeting date - June 20, third Wednesday](#)**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	By consensus of the Committee members present, the next IT Steering Committee meeting is set for Wednesday, June 20, 2007 at 8:15 AM in the Gegan Room of the Menasha Public Library.			

V. ADJOURNMENT**A. -****Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to Adjourn Meeting adjourned at 10:58 AM. Respectfully submitted Thomas Stoffel Committee Secretary	DPW Radtke	ITMgr Lacey	Passed

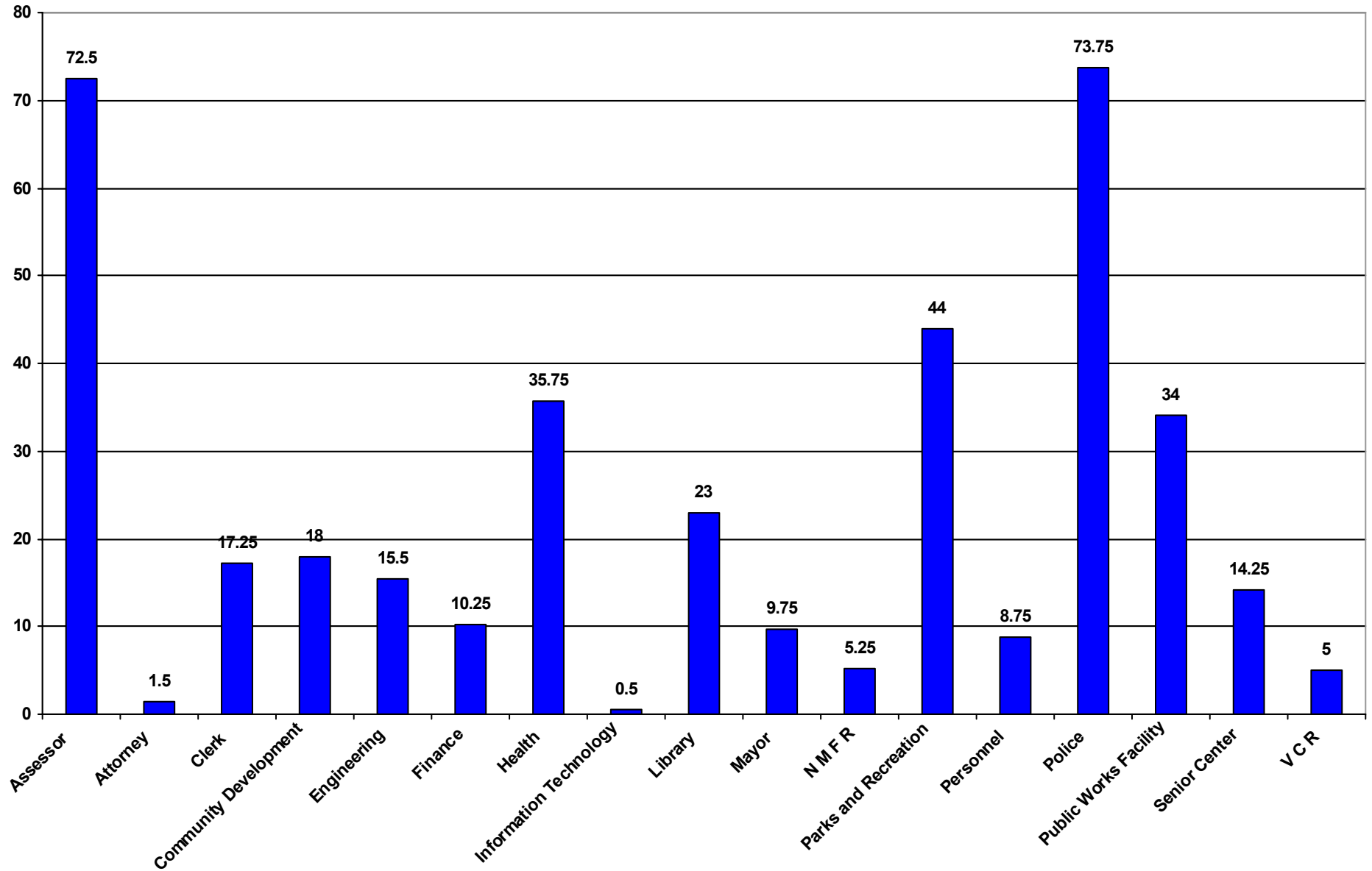
	Budget \$	YTD \$	% used YTD
Total Budget	\$326,117	\$123,292	37.81%

January 2007 through May 2007

**I.T. Department
Projects
April 18, 2007 through May 15, 2007**

- Novus Agenda refinement.
- Planning for hosting City Website internally.
- Continue monitoring virus activity and block SPAM e-mail.
- Monitor and administrate City Network.
- Monitor and administrate City phone system.
- Project planning for 2007 & 2008
- Planning of Sneakernet project for 2nd Quarter.
- Work with Assessor Consultants on Assessor database.
- Govern building permit preparation.
- Research Fleet and Fuel management systems for Pubic Works Facility
- Assist VCR with Presentation media.
- Setup Pool Manager, Admission and Concession computers and connectivity to City network for Pool staff.
- Assist with City Web site modifications.
- Solved issue with PDFs not launching correctly within Novus Agenda.
- Created and distributed Holiday Phone message scheme to Admin Assistants.
- Configured VPN for access from Neenah/Menasha Fire Rescue for inputting data in Novus Agenda.
- Trained Neenah/Menasha Fire Rescue Admin Assistant on Novus Agenda.

Year to Date Hours by Department



The hours represented on the graph do not include administration time or time spent on the Network as a whole, encompassing all departments. All hours not accounted for on the graphs will be categorized as Global time. Global time can fluctuate depending on the projects being accomplished and emergencies that arise.

CITY OF MENASHA
IT Steering Committee
Gegan Room, Menasha Public Library
May 29, 2007

MINUTES

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I. CALL TO ORDER

A. :

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Meeting called to order at 10:15 AM by CHAIRMAN Wisneski.

Present: CHAIRMAN Wisneski, CLERK Galeazzi, COMP Stoffel, ITMgr Lacey, PC Stanke and PWD Radtke

Absent: AP Beckendorf

Also present: MAYOR Laux, CA/PD Brandt, HD Nett, PO Jorgenson and Mr. Larry Schmitz of Schenck Technology Solutions

II. ACTION ITEMS

A. [Committee conference call with representatives of NOVUS AGENDA to discuss concerns on software operation and application security login rights](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
-------------	-------------	---------	-------------	---------------

The Committee had a telephone conference call with John Kircher and Heather Holland of NOVUS AGENDA software. The Committee explained our concerns with having to always start an agenda from scratch. There was no way to cut and paste a previous agenda to a new agenda if the categories were the same. As an example, every Council agenda starts with the Call to Order. Whenever a new agenda is created, this category must be placed on it. The suggestion from NOVUS was to create templates for each committee as opposed to the way the City set it up, to have one all encompassing template and you choose which categories the committee would need. This would cost several thousand dollars extra to have those templates created. NOVUS also said that they could provide training on creating templates and then the City could create its own templates for particular committees. In their client base, most municipalities only use one template for the one major committee, they do not use NOVUS AGENDA for all committees. It would also be possible to create a template which would have categories used by most committees and then you would choose which other categories you would use. All committees have a call to order and adjournment, but not all have claims against the City or citizen reprise. If the City would like to have a template that was partially complete, a list of categories for that purpose should be emailed to Heather Holland.

Next, the Committee moved on to discuss security levels. Currently, NOVUS allows no ability to correct errors once an agenda or minutes have been closed. That level of access is available only for the Clerk or Deputy Clerk. So it is an all or nothing security level. This is frustrating to users who want to be able to correct their own errors without having to call someone with the highest security level. The Committee was looking to see if there was some intermediate level of security. The main concern here is giving people complete ability to change agenda and minutes. This could result in agendas and minutes being altered by people that are not even a part of a particular department. NOVUS explained that the security level can be set for both agendas and minutes independently, you could have full security rights to agendas and only partial security rights to minutes. This seemed to give that Committee some ability to address the concerns of users and will be discussed further.

Finally, the Committee was given a presentation on the newest release for NOVUS AGENDA which will make the preparation of minutes easier. Mr. Kircher did make note of the Committee's concerns and they will be discussed at the management level of NOVUS but they will certainly not be included in the next new release scheduled for six months from now. Concerns with the software are weighted

against resources and how many users have the same concern. The City of Menasha's concerns have not been expressed by many other users so far.

III. ADJOURNMENT

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to adjourn Meeting adjourned at 11:35 AM Respectfully submitted, Thomas Stoffel Committee Secretary	PC Stanke	Clerk Galeazzi	Passed

CITY OF MENASHA
Plan Commission
Council Chambers, 3rd Floor City Hall - 140 Main Street, Menasha
June 27, 2007

MINUTES

DRAFT

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3:35 PM - Informal Public Hearing -Proposed Sign Ordinance Changes

3:30 PM - Informal Public Hearing - TID #11 Project Plan

I. CALL TO ORDER

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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The meeting was called to order at 3:30 p.m. by Mayor Joseph Laux.

Public Hearings: There was no one in the gallery that spoke on the public hearings for the TID #11 Project Plan or the Proposed Sign Ordinance changes.

II. ROLL CALL/EXCUSED ABSENCES

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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PLAN COMMISSION MEMBERS PRESENT: Mayor Laux, DPW Radtke, Ald. Merkes, and Commissioners Norm Sanders and Catherine Cruickshank

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Dick Sturm and Dave Schmidt.

OTHERS PRESENT: Lonnie Pichler, CDD Keil, Ald. Hendricks, Ald. Chase and Patty Ulrich.

III. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

A. June 12, 2007 Plan Commission Meeting Minutes

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to approve the minutes of the June 12, 2007 Plan Commission meeting.	Comm Sanders	DPW Radtke	Passed
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IV. DISCUSSION

DRAFT

A. Rezoning of Residential Properties in the Block Bounded by Water, High, Kaukauna and Tayco Streets from C-2 to Residential Classification - Discussion

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
-------------	-------------	---------	-------------	---------------

This proposal was advanced by a property owner who wanted to build a garage on one of the properties that is zoned C-2. Discussion: Commissioners discussed the potential for conversion of land use in this area and considered existing and proposed zoning as suggested in the proposed land use plan. Concerns were expressed regarding property upkeep, and further entrenching uses that are not consistent with the land use plan. CDD Keil stated the he will bring back an alternative to enable the construction of accessory buildings on non-conforming lots without changing the zoning classifications.

V. ACTION ITEMS

A. Lake Park Villas Feature Names

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
-------------	-------------	---------	-------------	---------------

Discussion: Commissioners discussed the distinction between the areas that are dedicated to the public and those controlled by Homeowners Association. The need for and desirability of formally naming these features was also discussed.

Other	Motion to table this issue.	Comm Sanders	DPW Radtke	Passed
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B. Amendment to Signage Ordinance to Allow Sidewalk Signs in the C1-Commercial District

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Discussion: Commissioners discussed the need for and appropriateness of sidewalk type signs in the General Commercial district. Concerns were expressed about the potential for clutter from too many signs. There was also concern about the stability of the signs in windy conditions. The inability to utilize sidewalk type signs in areas like the Shopko Plaza precludes some businesses from having any signage exposure.

	Motion to approve the amendment to the Signage Ordinance to Allow Sidewalk Signs in the C-1 Commercial District.	DPW Radtke	Comm Sanders	Passed
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C. Third Street Reconstruction Project Enhancements

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Discussion: Mayor Laux reported on a meeting with the Department of Transportation, American Transmission Company, and others concerning the relocation of electric transmission facilities. D.O.T is looking into the implications of delaying the project for a year to allow further consideration of options.

D. Plan Commission Resolution 1-2007 Recommending Approval of the Project Plan and Boundary of Tax Incremental District #11

DRAFT**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Discussion: CDD Keil presented the TID #11 project plan and proposed revisions to the PJC Group Development agreement and the table of project expectations contained with the plan. It was explained that the proposed expenditure related to the initial phase of the development of the site are to be financed by the developer. No city borrowing is proposed for the initial phase and any future public funding of infrastructure or other improvements would be dependent upon future approval buy the Common Council. Commissioners discussed the boundary, the expenditures for infrastructure, shoreline improvements (including the whitewater park), the use of TIF increment for development assistance, the membership within the limited liability companies, the potential use of the parcel owned by PJC group adjacent to the Nicolet School parking lot, the timing of the proposed improvements and the value to be generated by the respective projects and other related matters.			
Approve	Motion to approve TID #11 Resolution 1-2007 as amended.	DPW Radtke	Comm Cruickshank	Passed
	Voting: Comm. Sanders--Abstain, Comm. Cruickshank--Yes, DPW Radtke--Yes, Ald. Merkes--Abstain, Mayor Laux--Yes			

E. Utility Easement - Natures Way - Menasha Utilities**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Discussion: CDD Keil stated that the easement was needed to address the encroachment by Menasha Utilities and AT & T on the east side of Natures Way.			
Approve	Motion to approve a five foot utility easment along the east boundary of the Natures Way plat, Menasha Utilities.	Alderman Merkes	Comm Sanders	Passed

VI. ADJOURNMENT**A. -****Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Motion to adjourn at 5:25 p.m.	DPW Radtke	Comm Sanders	Passed

CITY OF MENASHA
Parks and Recreation Board
Council Chambers, 3rd Floor City Hall - 140 Main Street, Menasha
May 14, 2007

MINUTES

DRAFT

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I. CALL TO ORDER

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Meeting called to order by Chr. Dick Sturm at 6:05 p.m.

II. ROLL CALL/EXCUSED ABSENCES

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Members Present: Chr. Dick Sturm, Ald. Sue Wisneski, Ron Suttner, Mary Francis, George Korth, Tom Konetzke, Nancy Barker

Others Present: PRD Brian Tungate

III. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. Mintues of the April 9, 2007 Meeting

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to approve the mintues of the April 11, 2007 meeting. Motion carried 7-0.	George Korth	Nancy Barker	Passed
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IV. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Five (5) minute time limit for each person

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
-------------	-------------	---------	-------------	---------------

N. Barker inquired about the greenspace on the south end of the Racine Street Bridge and that she felt that crabapple trees in the terrace areas are too aggressively

DRAFT

pruned.

T. Konetzke commented on stating the Pledge of Allegiance before each meeting, Jefferson Boat Launch portable toilet, monthly vandalism report, and the columns at the Memorial Building need paint.

D. Sturm commented on a large cottonwood at the west end of Jefferson Park and staining the lattice work on the pool deck.

V. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. Army Reserve Building Update

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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As time permits, PRD Tungate will seek information on a suitable structural engineering firm that can analyze the condition of the Army Reserve Building. D. Sturm requested the Reserve Building topic to remain on the agenda.

B. Barker Farm Park ID Sign

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Barker Farm Park Identification sign is in and will be installed this summer.

C. New Neighborhood Park and Friendship Trail Update

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Nothing new to report on the new Neighborhood Park. DNR trail staff has met with Calumet County and Town of Harrison officials to begin moving ahead on land acquisition east of Lake Park Road. PRD Tungate continues to work with Harrison and Calumet officials on moving ahead with planning for the Lake Park Road to Oneida Street segment of the Friendship Trail.

D. Park Project Update

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Isle of Valor project has started.

E. Pool Study Update

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Pool Study Update – Pool Consultant has hit his busy season and this will delay the completion of the final report.

F. Update on Leashed Dogs in City Parks Issue

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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PRD Tungate briefed the Board on the residents who commented during the last Common Council meeting and of a draft outline from Aldermen Pack and Eckstein permitting leashed dogs on designated city trails and park areas.

VI. DISCUSSION

A. 2007-2011 Open Space and Recreation Facilities Plan - Page Updates Available at Meeting

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Several pages to be inserted into the draft of the 2007-2011 Open Space and Recreation Facilities plan were distributed. A few text changes were offered by Board members. The most important information the Board considered was capital costs for several essential park projects including new park acquisition and development, some trails and eventual pool upgrades. The projected cost of these items will drive where the city's park impact should be set. It is currently at \$300 per dwelling unit. At some point, a revision to the city's parkland dedication ordinance will need to be made.			

B. Town of Neenah Open Space/Dog Park - N. Barker, PRD Tungate

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	A meeting will be held on May 23 with park officials from Winnebago County, Town of Menasha, City of Neenah and Town of Neenah to discuss interest in a 60+ acre parcel off of Larsen Road, near County CB. PRD Tungate will attend and report back to the Board.			

VII. ACTION ITEMS

A. Decide on Summer Meeting Locations

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to hold the June meeting at Jefferson Park, the July meeting at Hart Park, and the August meeting at Smith Park.	Alderman Wisneski	Ronald Suttner	Passed
	Motion carried 7-0.			

VIII. ADJOURNMENT

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to adjourn at 7:48 p.m.	George Korth	Nancy Barker	Passed
	Motion passed 7-0.			

CHAPTER 2

Fermented Malt Beverages and Intoxicating Liquor

ARTICLE A

Fermented Malt Beverages and Intoxicating Liquor

SEC. 7-2-1 STATE STATUTES ADOPTED.

The provisions of Chapter 125 of the Wisconsin Statutes, relating to the sale of intoxicating liquor and fermented malt beverages, except provisions therein relating to penalties to be imposed, are hereby adopted by reference and made a part of this Chapter as if fully set forth herein. Any act required to be performed or prohibited by any statute incorporated herein by reference is required or prohibited by this Chapter. Any future amendment, revisions or modifications of the statutes incorporated herein are intended to be made a part of this Chapter in order to secure uniform statewide regulation of alcohol beverage control.

State Law Reference: Chapter 125, Wis Stats.

SEC. 7-2-2 DEFINITIONS.

As used in this Chapter the terms "Alcoholic Beverages," "Intoxicating Liquors," "Sell," "Sold," "Sale," "Restaurant," "Club," "Retailer," "Person," "Fermented Malt Beverages," "Wholesalers," "Retailers," "Operators," and "Non-Intoxicating Beverages" shall have the meaning given them by Chapter 125, Wisconsin Statutes.

SEC. 7-2-3 LICENSE REQUIRED.

No person, firm or corporation shall vend, sell, deal or traffic in or have in his possession with intent to vend, sell, deal or traffic in or, for the purpose of evading any law or ordinance, give away any intoxicating liquor or fermented malt beverage in any quantity whatever, or cause the same to be done, without having procured a license as provided in this Chapter nor without complying with all the provisions of this Chapter, and all statutes and regulations applicable thereto, except as provided by Sections 125.16, 125.27, 125.28 and 125.51 of the Wisconsin Statutes.

SEC. 7-2-4 CLASSES OF LICENSES.

- (a) **RETAIL CLASS "A" INTOXICATION LIQUOR LICENSE.** A retail Class "A" intoxicating liquor license, when issued by the City Clerk under the authority of the Common Council, shall permit its holder to sell, deal and traffic in intoxicating liquors only in original packages or containers and to be consumed off the premises so licensed.
- (b) **RETAIL CLASS "B" INTOXICATING LIQUOR LICENSE.** A retail Class "B" intoxicating liquor license, when issued by the City Clerk under authority of the Common

Council, shall permit its holder to sell, deal and traffic in intoxicating liquors to be consumed by the glass only on the premises so licensed and in the original package or container in multiples not to exceed four (4) liters at any one (1) time, to be consumed off the premises, except that wine may be sold in the original package or otherwise in any other quantity to be consumed off the premises.

- (c) **CLASS "A" FERMENTED MALT BEVERAGE RETAILER'S LICENSE.** A Class "A" retailer's fermented malt beverage license, when issued by the City Clerk under the authority of the Common Council, shall entitle the holder thereof to possess, sell or offer for sale fermented malt beverages only for consumption away from the premises where sold and in the original packages, containers or bottles.
- (d) **CLASS "B" FERMENTED MALT BEVERAGE RETAILER'S LICENSE.** A Class "B" fermented malt beverage retailer's license, when issued by the City Clerk under the authority of the Common Council, shall entitle the holder thereof to possess, sell or offer for sale, fermented malt beverages, either to be consumed upon the premises where sold or away from such premises. The holder may also sell beverages containing less than one-half (1/2) of a percentum of alcohol by volume, without obtaining a special license to sell such beverages.
- (e) **SPECIAL CLASS "B" FERMENTED MALT BEVERAGE PICNIC LICENSE.**
 - (1) License. A special Class "B" picnic license, when issued by the City Clerk under authority of the Common Council, as provided for in Sec. 125.26(6), Wis. Stats., shall entitle the holder thereof to possess, sell or offer for sale fermented malt beverages or wine containing not more than six percent (6%) alcohol by volume in an original package, container or bottle or by glass if the wine is dispensed directly from an original package, container or bottle at a particular picnic, post meeting, fair or similar gathering. Such license may be issued only to bona fide clubs, state, county or local fairs, associations or agricultural societies, lodges or societies that have been in existence for not less than six (6) months prior to the date of application for such license or to posts of ex-servicemen's organizations now or hereafter established. Such license is valid for dates as approved by the City Clerk. Irrespective of other Sections of this Chapter, the City Clerk is hereby authorized to issue a fermented malt beverage license to any local civic, or any local religious or any local not-for-profit organization pursuant to this Section.
 - (2) Application. Application for such license shall be signed by the president or corresponding officer of the society making such application and shall be filed with the City Clerk together with the appropriate license fee for each day for which the license is sought. The license shall specify the hours and dates of license validity. The application shall be filed a minimum of five (5) days prior to the meeting of the Common Council at which the application will be considered. Such license shall be valid for no more than three (3) consecutive days. If the application is for a license to be used in a City Park, the applicant shall specify the main point of sale. The application shall include a Certificate of Insurance naming the City of Menasha as an additional insured with limits of at least \$1,000,000.
 - (3) The City Clerk shall consult with the City Attorney, the Chief of Police, the Health Department, and the Mayor prior to the issuance of such license.
 - (4) Any applicant and/or organization receiving such license who is convicted of any offence of the City of Menasha involving alcoholic or fermented malt beverages during the event for which the license is issued shall not be eligible for a subsequent license unless twenty-four months passes from the date of the incident resulting in the citation.

- (f) **WHOLESALE'S LICENSE.** A wholesaler's fermented malt beverage license, when issued by the City Clerk under authority of the Common Council, shall entitle the holder thereof to possess, sell or offer for sale fermented malt beverages only in original packages or containers to dealers, not to be consumed in or about the premises of said wholesaler.

Cross Reference: Section 7-2-17

SEC. 7-2-5 LICENSE FEES.

There shall be the following classes and denominations of licenses which, when issued by the City Clerk under the authority of the Common Council after payment of the fee hereinafter specified shall permit the holder to sell, deal or traffic in intoxicating liquors or fermented malt beverages as provided in Sections 125.04(5), (6); 125.28(1)(a), (b), (d); 125.28(2); 125.31(2)(a); 125.22(1),(2),(4); 125.32(4)(a); 125.31(2)(b); 125.26(2); 125.04(6); 125.17; 125.68(2); 125.32(2); 125.51(2); 125.51(3); or 125.57, Wis. Stats.:

- (a) Retail Class "A" Intoxicating Liquor License -- \$300.00 annually or fraction thereof.
- (b) Retail Class "B" Intoxicating Liquor License -- \$325.00 annually.
- (c) Class "B" Fermented Malt Beverage Retailer's License -- \$100.00 per year or three-fourths (3/4) of that amount for a six (6) month period.
- (d) Special Class "B" Fermented Malt Beverage Picnic License -- \$95.00 per event.
- (e) Wholesaler's License -- \$45.00 annually or fractional part thereof.
- (f) Reserve Class "B" Intoxicating Liquor License Fees.
 - (1) Reserve Class "B" Intoxicating Liquor License -- \$10,000 for the initial application and the renewal price as specified by 7-2-5(b).
 - (2) Upon request, the City of Menasha will provide a grant of \$8,000 to anyone who is granted a Reserve Class "B" Intoxicating Liquor License provided that all of the following criteria are met:
 - a. Inspections by the Fire Department, Health Department, and the Inspections department disclose no violations or that any violations have been corrected and approved.
 - b. The applicant has not been convicted of any offense, misdemeanor, or felony relating to the sale of either intoxicating liquor or fermented malt beverages or for sale or delivery of any controlled substance for at least five years preceding the request.
 - c. The applicant has not been delinquent with any obligation to the City of Menasha or Menasha Electric & Water Utility in any business which holds or has previously held any license issued under this section for at least five years.
 - d. The applicant has not been convicted of operating a motor vehicle while under the influence of an intoxicant within the previous two years before this request.
 - e. The applicant and all of the employees of the applicant have answered truthfully all questions in applications for any licenses to be used in conjunction with the business applying for the grant.
 - f. Any requirements of an approved site plan approval have been completed.
 - g. The application must have been made within one year after the granting of the Reserve license.
 - h. The property must comply in all respects with any other requirements of the

City of Menasha.

- (3) The City Attorney shall review the written request for the grant and certify to the Clerk that all the requirements of this section have been satisfied. Upon such certification, the Clerk shall notify the Common Council that the Finance Department will be awarding the grant.
- (4) Should the City Attorney notify the Clerk that all conditions precedent to the awarding of the grant not be satisfied, the applicant may appeal to the Administration Committee for award of the grant notwithstanding the non-compliance. The only issue before the Administration Committee shall be whether the grant ought to be awarded. No appeal may be taken as to the circumstances of the non-compliance.
- (g) Retail "Class C" Wine License - \$100.00 Annually.
- (h) Class "A" Fermented Malt Beverage License - \$225.00 Annually.
- (i) The provisions of s.125.185 Wis. Stats. are hereby adopted by reference. The City Clerk is designated as the municipal authority to authorize provisional licenses. Before issuing such provisional license, the Clerk shall ascertain that the inspections required by sec.7-2-8 have been stated and that the designated municipal official under sec. 7-2-8 has no objection to the provisional license. All fees for the permanent license shall have been paid prior to issuance of the provisional license. The fee for the provisional license shall be set by the Clerk and approved by the Common Council as part of the budget process. The initial fee shall be \$15. No provisional licenses may be granted where the application is for a picnic license or a temporary license. If the provisional license is requested for a premise that already holds a license, the existing license must be surrendered to the Clerk before a provisional license is issued.

SEC. 7-2-6 APPLICATION FOR LICENSE.

- (a) **CONTENTS.** Application for a license to sell or deal in intoxicating liquor or fermented malt beverages shall be made in writing on the form prescribed by the Wisconsin Department of Revenue and shall be sworn to by the applicant as provided by Sections 887.01 to 887.04, Wis. Stats., and shall be filed with the City Clerk not less than fifteen (15) days prior to the granting of such license. The premises shall be physically described to include every room and storage space to be covered by the license, including all rooms not separated by a solid wall or joined by connecting entrances.
- (b) **CORPORATIONS.** Such application shall be filed and sworn to by the applicant if an individual, by the president and secretary, of a corporation.
- (c) **PUBLICATION.** The application shall be published once in the official City newspaper, and the costs of publication shall be paid by the applicant.
- (d) **AMENDING APPLICATION.** Whenever anything occurs to change any fact set out in the application of any licensee, such licensee shall file with the issuing authority a notice in writing of such change within ten (10) days after the occurrence thereof.
- (e) **LICENSE QUOTAS.** The number of Class "A" outlets is limited to five (5).

SEC. 7-2-7 QUALIFICATIONS OF APPLICANTS AND PREMISES.

- (a) **RESIDENCE REQUIREMENTS.** No licensee shall be granted a license unless he or she is a real estate owner or a registered voter of the City of Menasha. Where the business premises is owned by a partnership, fifty percent (50%) of the partnership must either be a registered voter or a property owner; and where the business is owned by a corporation, the

president, vice president, or secretary must either be a registered voter or a property owner. Where the selling of groceries is the principal form of business in which at least seventy-five percent (75%) of the sales are from groceries, said establishment can apply for a Class "A" Fermented Malt Beverage License. "Grocery store" is defined as a retail establishment where the principal source of income is the selling of food staples, produce and meats. For purposes of Sec. 7-2-7 (a) a person shall be determined to be a real estate "owner" if the applicant has a written lease with the real estate owner to operate the establishment for a term that exceeds one year. Such applicant shall file with the Clerk at the time the request for a license or renewal is made a copy of such lease.

- (b) **APPLICANT TO HAVE MALT BEVERAGE LICENSE.** No retail Class "B" intoxicating liquor license shall be issued to any person who does not have or to whom is not issued a Class "B" retailer's license to sell fermented malt beverages.
- (c) **RIGHT TO PREMISES.** No applicant will be considered unless he has the right to possession of the premises described in the application for the license period, by lease or by deed.
- (d) **SEPARATE LICENSE REQUIRED FOR EACH PLACE OF SALE.** A separate license shall be required for each stand, place, room or enclosure or for each suite of rooms or enclosures which are in a direct connection or communication where intoxicating liquor or fermented malt beverages are kept, sold or offered for sale; and no license shall be issued to any person, firm, partnership, corporation or association for the purpose of possession, selling or offering for sale any intoxicating liquors or fermented malt beverages in any dwelling house, flat or residential apartment.

SEC. 7-2-8 INVESTIGATION.

The City Clerk shall notify the Chief of Police, Chief of the Fire Department, Public Health Director and Building Inspector of each new application, and these officials shall inspect or cause to be inspected each application and the premises, together with such other investigation as shall be necessary to determine whether the applicant and the premises sought to be licensed comply with the regulations, ordinances and laws applicable thereto, including those governing sanitation in restaurants, and whether the applicant is a proper recipient of a license. These officials shall furnish to the City Clerk in writing, who shall forward to the Common Council, the information derived from such investigation, accompanied by a recommendation as to whether a license should be granted or refused. The City Comptroller shall also be notified. No license shall be renewed without a re-inspection of the premises and report as originally required.

SEC. 7-2-9 APPROVAL OF APPLICATION.

- (a) In determining the suitability of an applicant, consideration shall be given to the moral character and financial responsibility of the applicant, the appropriateness of the location and premises proposed and generally the applicant's fitness for the trust to be reposed.
- (b) No license shall be granted for operation on any premises or with any equipment for which taxes or assessments or other financial claims of the City are delinquent and unpaid.
- (c) No license shall be issued unless the premises conform to the sanitary, safety and health requirements of the State Building Code, and the regulations of the State Board of Health and local Board of Health applicable to restaurants. The premises must be properly lighted and ventilated, must be equipped with separate sanitary toilet and lavatory facilities equipped

with running water for each sex and must conform to all Ordinances of the City.

SEC. 7-2-10 GRANTING OF LICENSE.

Opportunity shall be given by the governing body to any person to be heard for or against the granting of any license. Upon the approval of the applicant by the Common Council, the City Clerk shall issue to the applicant a license, upon payment by the applicant of the license fee to the City. The full license fee shall be charged for the whole or fraction of any year.

SEC. 7-2-11 TRANSFER AND LAPSE OF LICENSE.

- (a) In accordance with the provisions of Section 125.04(12), Wis. Stats., a license shall be transferable from one premises to another if such transfer is first approved by the Common Council. An application for transfer shall be made on a form furnished by the City Clerk. Proceedings for such transfer shall be had in the same form and manner as the original application. The fee for such transfer is Ten Dollars (\$10.00). Whenever a license is transferred, the City Clerk shall forthwith notify the Wisconsin Department of Revenue of such transfer. In the event of the sale of a business or business premises of the licensee, the purchaser of such business or business premises must apply to the City for reissuance of said license and the City, as the licensing authority, shall in no way be bound to reissue said license to said subsequent purchaser.
- (b) Whenever the agent of a corporate holder of a license is for any reason replaced, the licensee shall give the City Clerk written notice of said replacement, the reasons therefor and the new appointment. Until the next regular meeting or special meeting of the Common Council, the successor agent shall have the authority to perform the functions and be charged with the duties of the original agent. However, said license shall cease to be in effect upon receipt by the City Clerk of notice of disapproval of the successor agent by the Wisconsin Department of Revenue or other peace officer of the municipality in which the license was issued. The corporation's license shall not be in force after receipt of such notice or after a regular or special meeting of the Common Council until the successor agent or another qualified agent is appointed and approved by the City and the Wisconsin Department of Revenue.

SEC. 7-2-12 NUMBERING OF LICENSE.

All licenses shall be numbered in the order in which they are issued and shall state clearly the specific premises for which granted, the date of issuance, the fee paid and the name of the licensee. The City Clerk shall affix to the license his affidavit as provided by Sec. 125.04(4) of the Wisconsin Statutes.

SEC. 7-2-13 POSTING LICENSES; DEFACEMENT.

- (a) Every person licensed in accordance with the provisions of this Chapter shall immediately post such license and keep the same posted while in force in a conspicuous place in the room or place where said beverages are drawn or removed for service or sale.
- (b) It shall be unlawful for any person to post such license or to be permitted to post it upon

premises other than those mentioned in the application or knowingly to deface or destroy such license.

SEC. 7-2-14 CONDITIONS OF LICENSE.

All retail Class "A" and "B" licenses granted hereunder shall be granted subject to the following conditions, and all other conditions of this Section, and subject to all other Ordinances and regulations of the City applicable thereto.

- (a) **CONSENT TO ENTRY.** Every applicant procuring a license thereby consents to the entry of police or other duly authorized representatives of the City at all reasonable hours for the purpose of inspection and search, and consents to the removal from said premises of all things and articles there had in violation of City Ordinances or state laws. and consents to the introduction of such things and articles in evidence in any prosecution that may be brought for such offenses.
- (b) **EMPLOYMENT OF MINORS.** No retail Class "B" licenses shall employ any underage person, as defined in the Wisconsin Statutes, but this shall not apply to hotels and restaurants. Family members may work on the licensed premises but are not permitted to sell or dispense alcoholic beverages.
- (c) **DISORDERLY CONDUCT PROHIBITED.** Each licensed premises shall, at all times, be conducted in an orderly manner, and no disorderly, riotous or indecent conduct shall be allowed at any time on any licensed premises.
- (d) **LICENSED OPERATOR ON PREMISES.** There shall be upon premises operated under a Class "B" license, at all times, the licensee, members of the licensee's immediate family who have attained the legal drinking age, and/or some person who shall have an operator's license and who shall be responsible for the acts of all persons serving as waiters, or in any other manner, any fermented malt beverages to customers. No person other than the licensee shall serve fermented malt beverages in any place operated under a Class "B" license unless he possesses an operator's license, or there is a person with an operator's license upon said premises at the time of such service.
- (e) **HEALTH AND SANITATION REGULATIONS.** The rules and regulations of the State Board of Health governing sanitation in restaurants shall apply to all Class "B" liquor licenses issued under this Chapter. No Class "B" license shall be issued unless the premises to be licensed conform to such rules and regulations.
- (f) **RESTRICTIONS NEAR SCHOOLS AND CHURCHES.** No retail Class "A" or Class "B" license shall be issued for premises if the main entrance of which is less than three hundred (300) feet from the main entrance of any established public school, parochial school, hospital or church. Such distance shall be measured by the shortest route along the highway from the closest point of the maintenance entrance of such school, church or hospital to the main entrance to such premises. This subsection shall not apply to premises licensed as such on June 30, 1947, nor shall it apply to any premises licensed as such prior to the occupation of real property within three hundred (300) feet thereof by any school building, hospital building or church building.
- (g) **CLUBS.** No club shall sell or give away any intoxicating liquors except to bona fide members and guests invited by members.
- (h) **CREDIT PROHIBITED.** No retail Class "A" or Class "B" liquor or fermented malt beverage licensee shall sell or offer for sale any alcohol beverage to any person or persons by extending credit, except hotel credit extended to a resident host or a club to a bona fide member. It shall be unlawful for such licensee or permittee to sell alcohol beverages to any

person on a passbook or store order or to receive from any person any goods, ware, merchandise or other articles in exchange for alcohol beverages.

- (i) **LICENSEE OR PERMITTEE RESPONSIBLE FOR ACTS OF HELP.** A violation of this Chapter by a duly authorized agent or employee of a licensee or permittee under this Chapter shall constitute a violation by the licensee or permittee. Whenever any licensee or permittee under this Chapter shall violate any portion of this Chapter, proceedings for the suspension or revocation of the license or permit of the holder thereof may be instituted in the manner prescribed in this Chapter.
- (j) **TYPES OF CONDUCT PROHIBITED.** The following types of conduct on premises which are licensed to sell intoxicating liquors and/or fermented malt beverages are prohibited:
 - (1) Specified sexual activities.
 - a. Display of human genitals in a state of sexual stimulation or arousal.
 - b. Acts or representation of acts of human masturbation, sexual intercourse or sodomy, bestiality, oral copulation or flagellation.
 - c. Fondling or erotic touching of human genitals, pubic region, buttocks or the female breast.
 - d. Excretory functions as part of or in connection with any activities set forth in Subsections a. through c. above.
 - (2) Sexual contact. Sexual contact means any touching of the sexual or other intimate parts of a person done for the purpose of gratifying the sexual desires of either party.
 - (3) Simulation. The actual or simulated displaying of the pubic hair, anus, vulva or genitals.
 - (4) Certain Performances and Costumes Prohibited. No licensee, either personally or through his agent or employee, shall furnish entertainment or permit the performance of any act, stunt or dance by dancers, performers or entertainers, whether such dancers, performers or entertainers are employed by the licensee that does not meet the following wearing apparel standards when performing or when present upon the premises:
 - a. That portion of every costume to be worn by dancers, performers or entertainers covered by the provisions of this Subsection and which relates to the area of the sex organs herein defined as the pubic area and buttocks shall be on nontransparent material.
 - b. The lower portion of the costume worn by a female dancer, performer or entertainer, or a female impersonator, shall encircle the body at the area of the sex organs and buttocks. This portion of the costume shall be of such dimensions and so conformed, fabricated and affixed to the body so as to completely cover the sex organs, the pubic area and the cleavage of the buttocks at all times. An animal fur piece or other device simulating the hair surrounding the pubic area shall not constitute compliance with the costume requirements of the Ordinance.
 - c. The lower portion of the costume worn by a male dancer, performer or entertainer shall encircle the area of the sex organs and the buttocks. This portion of the costume shall be of such dimensions and so conformed, fabricated and affixed to the body so as to completely cover the pubic area, sex organs and the cleavage of the buttocks at all times. The display of the male genitals in the turgid state, whether covered or uncovered, shall constitute a violation of this Ordinance.
 - (5) Disorderly Conduct by Patrons Prohibited. No licensee of a business where dancing

occurs, be it personally or through his agent or employee, or persons sponsoring such dances shall permit any patron to participate in any act, stunt or dance in violation of the provisions of this Section.

- (6) Further Physical Conduct Prohibited. Entertainers may not have physical contact with customers during their act, nor shall they entice customers into joining into the same.

- (k) **ADDRESS AND TELEPHONE NUMBER.** All licensees of a Class "B" retail liquor and fermented malt beverage license and their agents shall file with the City Clerk their current home address and telephone numbers which shall be transmitted by the City Clerk to the Police Department. The City Clerk shall be advised of any change of same within fifteen (15) days. If the licensee or agent has an unlisted telephone number, such number shall be treated as confidential information and shall be used for no other purposes other than law enforcement.

Annotation: See Colonnade Catering Corp. v. United States, 397 U.S. 72, 90 S. Ct. 774 (1970); and State v. Erickson, 101 Wis. 2d 224 (1981), for guidelines for warrantless searches of licensed premises.

SEC. 7-2-15 CLOSING HOURS.

Closing hours shall be established in conformance with Section 125.32(3), Wis. Stats., and further restricted as follows:

(a) **"CLASS B" LICENSES.**

- (1) No premises for which a retail "Class B" liquor and fermented malt beverage license has been issued shall be permitted to remain open for the sale of liquor or fermented malt beverages or for any other purpose between the hours of 2:00 a.m. and 6:00 a.m., Monday through Friday, and 2:30 a.m. and 6:00 a.m. Saturday and Sunday. There shall be no closing hours on January 1.
- (2) Hotels and restaurants, whose principal business is the furnishing of food or lodging to patrons shall be permitted to remain open for the conduct of their regular business but shall not sell liquor or malt beverages during the closing hours of Subsection (a)(1) above.
- (3) The licensee or permittee and one (1) employee shall be permitted to check out receipts, check the licensed premises for security and do minor cleaning during closed hours. Under no circumstances shall the consumption of alcohol beverages be permitted during closed hours. Commercial janitorial service personnel shall be allowed to enter the licensed premises for the purpose of cleaning during closed hours. The premises shall be well lighted during cleanup.

- (b) **CLASS "B" LICENSES.** Class "B" licenses premises may not sell fermented malt beverages or wine between 11:00 p.m. and 8:00 a.m.

- (c) **CLASS "A" LICENSES.** Premises that have been granted a "Class A" license may remain open for the conduct of their regular business daily but may not sell fermented malt beverages between 12 midnight and 8 a.m. Intoxicating liquor may not be sold between 9 p.m. and 8 a.m. If such "Class A" premise wishes to sell fermented malt beverages between 9 p.m. and 12 midnight, all intoxicating liquor must either be locked up or removed from that portion of the business open to customers.

- (d) **"CLASS A" LICENSES.** No premises for which a "Class A" license or permit has been

issued may remain open for the sale of intoxicating liquor or fermented malt between the hours of 9 p.m. and 8 a.m. Such premises may remain open for the conduct of their regular business unrelated to the sale of intoxicating liquors or fermented malt beverages.

- (e) **TEMPORARY CLASS "B" AND TEMPORARY "CLASS B" LICENSES.** Temporary Class "B" and Temporary "Class B" licenses may only sell fermented malt beverages or wine during the hours specified in the temporary license.
- (f) **MODIFICATION OF CLOSING HOURS.** Closing hours may be modified for specific events by a majority vote of the Common Council.

SEC. 7-2-16 RESTRICTIONS ON SPECIAL CLASS "B" FERMENTED MALT BEVERAGE SPECIAL EVENT LICENSE.

Groups that have been granted a special Class "B" fermented malt beverage license shall comply with the following conditions of license:

- (a) Licensed Operators. There shall be at least one person properly licensed as an operator on the premises at all times to supervise the service of beverages.
- (b) Compliance With Laws. Holders of special Class "B" fermented malt beverage licenses shall fully comply with all provisions of this Code and the state statutes.
- (c) Suitable Facilities. For indoor events, the structure used must have suitable exits and open spaces to accommodate anticipated attendance. It should contain adequate sanitary facilities to accommodate the size of the group.
- (d) Posting of License. The special Class "B" fermented malt beverage license shall be posted in a conspicuous place and shall specify the date(s) and hours for which said license is issued.
- (e) Insurance. The applicant for a special Class "B" fermented malt beverage shall be required to indemnify, defend, and hold the City and its employees and agents harmless against all claims, death or any person or any damage to property caused by or resulting from the activities for which the permit is granted. Organizations holding a Class "B" license from the City that use municipal property must first file with the City Clerk evidence of insurability covering property damage in the amount of Fifty Thousand Dollars (\$50,000.00), personal liability in the amount of One Hundred Thousand Dollars (\$100,000.00) per person injured, and Three Hundred Thousand Dollars (\$300,000.00) in the aggregate. The applicant may be required to furnish a performance bond prior to being granted the permit.

Cross Reference: Section 11-5-1.

SEC. 7-2-17 BEER GARDEN LICENSES REQUIRED FOR OUTDOOR CONSUMPTION AT CLASS "B" PREMISES.

- (a) **REQUIRED FOR OUTDOOR CONSUMPTION.** No licensee shall permit the consumption of alcohol beverages on any part of the licensed premises not enclosed within the building, except under permit granted by the Common Council. The permits area privilege in which no rights vest and, therefore, may be revoked by the Common Council at its pleasure at any time or shall otherwise expire on June 30 of each year. No person shall consume or have in his or her possession alcohol beverages on any unenclosed part of a licensed premises which is not described in a valid Beer Garden permit.
- (b) **LIMITATIONS ON ISSUANCE OF BEER GARDEN PERMITS.** No permit shall be

issued for a Beer Garden if any part of the Beer Garden is within one hundred (100) feet of a structure used for residential purposes, except residential uses located in the same structure as the licensed premises. No permit shall be issued for a Beer Garden if the Beer Garden area is greater than fifty percent (50%) of the gross floor area of the adjoining licensed premises. Each applicant for a Beer Garden permit shall accurately describe the area intended for use as a Beer Garden and shall indicate the nature of fencing or other measures intended to provide control over the operation of the Beer Garden. Every Beer Garden shall be completely enclosed with a fence or wall not less than six (6) feet in height. No amplified sound or music is permitted outside the enclosed (building) premises. Amplified sound or music is not permitted in the Beer Garden. There shall be a licensed operator with the Beer Garden at all times the Beer Garden is in operation.

- (c) **ADJOINING PROPERTY OWNERS TO BE NOTIFIED OF PENDENCY OF APPLICATIONS.** All property owners within one hundred fifty (150) feet of the proposed Beer Garden shall be notified of the pendency of application for a Beer Garden permit by first class mail.
- (d) **STATE STATUTES ENFORCED WITHIN BEER GARDEN.** Every permittee under this Section shall comply with and enforce all provisions of Ch. 125, Wis. Stats., applicable to Class "B" licensed premises, except insofar as such provisions are clearly inapplicable. Violation of the provisions of Ch. 125, Wis. Stats., shall be grounds for immediate revocation of the Beer Garden permit by the Common Council.
- (e) **TEMPORARY EXPANDED PREMISES.**
 - (1) **Premises Defined.** Consumption means dispensation or sale of fermented malt beverages and intoxicating liquors on licensed premises shall be restricted to the building itself and no fermented malt beverages or intoxicating liquors may be consumed, dispensed or sold outside the building.
 - (2) **Permit Issued.** Whenever a licensee under this Subsection desires to expand the selling, dispensation of fermented malt beverages or intoxicating liquors on an area adjacent to said building, such as a parking lot, for a special event, it may do so by applying to the Chief of Police. Such permission shall not be unreasonably withheld. Should the Chief of Police withhold such permit, he shall immediately notify the Secretary of the Public Protection Committee. It is the intention of this Subsection to permit scheduled special events and to prohibit extended use of off-premises sales, dispensation or consumption.

Cross Reference: Section 7-2-4(e)

SEC. 7-2-18 REVOCATION AND SUSPENSION OF LICENSES; NON-RENEWAL.

- (a) **PROCEDURE.** Whenever the holder of any license under this Chapter violates any portion of this Chapter or Title 11, Chapter 5, of this Code of Ordinances, proceedings for the revocation of such license may be instituted in the manner and under the procedure established by Chapter 125, Wis. Stats.
- (b) **ABANDONMENT OF PREMISES.** Any licensee holding a license to sell alcohol beverages who abandons such business shall forfeit any right or preference he may have to the holding of or renewal of such license. Abandonment shall be sufficient grounds for revocation of any alcohol beverage license. The losing of the licensed premises for at least six (6) months shall be prima facie evidence of the abandonment, unless extended by the Common Council. All persons issued a license to sell alcohol beverages in the City for

which a quota exists limiting the number of such licenses that may be issued by the City shall cause such business described in such license to be operated on the premises described in such license for at least one hundred fifty (150) days during the terms of such license, unless such license is issued for a term of less than one hundred eighty (180) days, in which event this Subsection shall not apply.

- (c) **OTHER PROVISIONS.** Any license issued pursuant to this Chapter shall be subject to such further regulations and restrictions as may be imposed by the Common Council by amendment to this section or by the enactment of new ordinances. If any licenses shall fail or neglect to meet the requirements imposed by such new restrictions and regulations his license may be revoked in accordance with this Section. In case of revocation of any license or any violation of any provision of this Chapter in accordance with this Section or by the court or for any reasonable cause except the imposition of new restrictions, no refund shall be made of any part of the license fee.

SEC. 7-2-19 POINT SYSTEM FOR ALCOHOL BEVERAGE LICENSE VIOLATIONS AND REVOCATIONS AND SUSPENSIONS.

- (a) **PURPOSE.** The purpose of this section is to administratively interpret those portions of the Menasha Municipal Code relating to alcohol beverage violations and to establish a system for suspension and revocation.
- (b) **POINT SCHEDULE.** The scheme of demerit points is listed according to the type of alcohol beverage violation. This demerit point system is used to identify habitually troublesome license holders who have repeatedly violated State Statutes and the Menasha City Ordinance, for the purpose of recommending suspension or revocation of their alcohol beverage license.

Type of Violation:	Traffic to underage person
Demerit Points:	80

Type of Violation:	Traffic to intoxicated person
Demerit Points:	50

Type of Violation:	Underage person on premises
Demerit Points:	50

Type of Violation:	Failure to be licensed
Demerit Points:	100

Type of Violation:	False statement on application
Demerit Points:	50

Type of Violation:	Failure to post liquor license
Demerit Points:	40

Type of Violation:	Transfer of license without permission, including operating on another's license
Demerit Points:	90

Type of Violation:	Unlicensed bartender
Demerit Points:	40
Type of Violation:	Failure to display bartender license upon request
Demerit Points:	25
Type of Violation:	Open after hours
Demerit Points:	40
Type of Violation:	No carry-out after hours
Demerit Points:	25
Type of Violation:	Gambling
Demerit Points:	50
Type of Violation:	Adult entertainment without permit
Demerit Points:	50
Type of Violation:	Nude or semi-nude entertainer employee visible outside
Demerit Points:	100
Type of Violation:	Nude or semi-nude entertainer employee visible inside
Demerit Points:	50
Type of Violation:	Failure to display permit
Demerit Points:	25
Type of Violation:	Owner selling controlled substances
Demerit Points:	130
Type of Violation:	Bartender selling controlled substances
Demerit Points:	75
Type of Violation:	Failure to continue residency or ownership status during the license year
Demerit Points:	75

- (c) **VIOLATIONS HOW CALCULATED.** In determining the accumulative demerit points against a licensee within 24 months, the City shall use the date each violation was committed as the basis for a determination if there has been a conviction.
- (d) **SUSPENSION AND REVOCATION OF LICENSE.** Prior to the imposition of the demerit points by the Administration Committee, a hearing shall be scheduled to allow any licensee to provide any relevant information to the Administration Committee. Any conviction resulting from any violation is sufficient evidence for the Administration Committee to impose the demerit points. If the demerit point accumulation accumulated from the date of violation which results in a conviction which meets or exceeds 75 points in a 12-month period, the Administration Committee shall issue a warning to the licensee. Failure to appear at the time of the hearing before the Administration Committee shall not be a reason to claim lack of notice of the warning. Notice shall be provided to the named licensee that the Administration Committee intends to issue the demerit points. Should such

accumulation of points exceed 125 within a 12-month period, the Administration Committee shall suspend the license for a period of not less than 3 days nor more than 10 days. Should such accumulation exceed 150 points and be less than 200 in an 18-month period, the Administration Committee shall suspend such license for not less than 10 days nor more than 90 days. Should such accumulation exceed 200 points in a 24 month period, the penalty shall be revocation.

(e) **TIME OF SUSPENSION OR REVOCATION.**

- (1) The dates for any suspension shall be negotiated between the licensee and the City Attorney provided that the beginning date shall not be less than 15 days after the Administration Committee order.
- (2) Any revocation ordered by the Administration Committee shall begin three days from the date of the Administration Committee order. No licensee whose license has been revoked may apply to be an officer, agent, or licensee for 12 months after the revocation.
- (3) The Common Council will not act on a request for a license for any property or license that has been revoked until not less than 60 days has elapsed since the date of revocation.
- (4) The Common Council will not act on a request for a license for any property or license that has been suspended until the suspension period has expired.

- (f) **EGREGIOUS VIOLATIONS.** Should the Administration Committee make a specific finding that the circumstances of the violation constitute an egregious violation, the Administration committee may determine to impose a suspension or revocation even if the number of demerit points is not sufficient to meet the threshold of paragraph d.

June 23, 2007

City of Menasha
Park & Rec Dept., Common Council & P.D.

RE: Proposed dog in parks ordinance.

We were out of town so I missed attending your meeting at Jefferson Park. I read the P-C article and also watched the May televised discussion on this proposal. I'm 99% sure one of the gentlemen who spoke in favor of this is the person we've seen EARLY a.m. with his dog in the park on several occasions. He walks the shoreline and the dog runs around unleashed. No bag in sight.

I love the three dogs in our family. I like most dogs and am cautious around a few unpredictable breeds. I also have a fear of cats resulting from some bad experiences as a child so I can relate to those with a fear of dogs.

Dogs are already in the park with "responsible owners". They can also be seen at some Clovis Park soccer games, etc. Park rules are not always enforced or perhaps overlooked by police patrols. How many tickets have been issued and how many dollars have been collected in the past two years for Jefferson Park violations? Let's see some numbers on this. Are the fines substantial enough to deter people from risking a ticket?

I have seen dogs tied to family picnic tables near the path and road in the summer and poop and paw prints in the snow on the trail in the winter. I make at least one call a year to the P.D.

I realize times are tough and all departments are probably at or near bare bones staffing. Perhaps if rules were enforced with a little enthusiasm and a hefty fine of \$100 or so the problem might disappear P.D.Q.!

With a leash law of 7' and a path of 4' or so, who takes to the grass when passing? A little kid on a bike, a mom biking with a cart attached or pushing a stroller or people in wheelchairs and on motorized carts or the pet and owner? Who do we call for poop patrol? Will the Rec Dept. get additional help for this added chore? We already have "responsible pet owners" ignoring our park rules and I don't envision this improving if given your blessing.

Many kids have lifetime scars, disfigured noses and ears from "friendly" family dogs. Just recently, June 20th, a 75 year old Appleton man was thought to have been killed when he fell off his bike while trying to avoid a dog on the Newberry Trail. He was wearing a helmet.

A park should be a safe, user friendly place for young and the elderly people to enjoy not for the pleasure of animals. Please consider this when making this important decision. Thank you.

Charlotte Reimer

Charlotte Reimer, 952 Fourth St.

From: apache [apache@hbs.net] on behalf of Menasha Action Council
[info@menashaactioncouncil.org]
Sent: Thursday, June 28, 2007 7:50 AM
To: Debbie Galeazzi
Subject: Question, Comment, or Request from Website Visitor

Below is the result of your feedback form. It was submitted by Menasha Action Council (info@menashaactioncouncil.org) on Thursday, June 28, 2007 at 07:50:16

To: dgaleazzi@ci.menasha.wi.us

Name: Menasha Action Council

Email: info@menashaactioncouncil.org

EmailConfirm: info@menashaactioncouncil.org

Method: Email

Comments: To the Mayor of Menasha and the City Council:

The Menasha Action Council would like to offer our support to the businesses of Menasha who advocate additional parking at the corner of Racine and Broad streets. Providing additional parking for the businesses in the area will help promote a cooperative working environment in the city of Menasha and encourage growth for those businesses.

Thank you for your consideration.

The Board of Directors
Menasha Action Council



Memorandum

TO: City of Neenah Council Members
City of Menasha Council Members
Mayor Joe Laux
Mayor George Scherck

FROM: Len Vander Wyst, Chief

DATE: June 13, 2007

RE: Auto Pulse Clinical Trials

Neenah-Menasha Fire Rescue, Appleton Fire Department and Grand Chute Fire Departments were approached by Zoll Medical and Gold Cross Ambulance Service to participate in their clinical trials of Zoll's new auto pulse machine. The purpose of the clinical trials is to test the effectiveness of the Auto Pulse machine. The Auto Pulse machine is designed to do chest compressions. The machine is able to deliver chest compressions during CPR at a more consistent rate than manual CPR with no interruption of compressions during patient movement periods such as up and down stairs.

The contract with Zoll Medical has been reviewed and approved by both City Attorneys, as well as, legal counsel from Grand Chute and Appleton. In addition, Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee has also approved our participation with the legal approvals. The clinical trial is expected to last two-three years. Zoll Medical will cover the entire cost of the study including the overtime costs for firefighter training. We will also be able to retain the AED's that will be provided for the study in return for our participation.

I have attached some information regarding the machine for your review. I feel that our involvement in the program is beneficial to the communities and our citizens if it is proven to increase patient survival rates. If you have any questions or concerns, please do not hesitate to call me at 886-6201.

LV/tt

Enclosure

This clinical trial is designed to test the effectiveness of an automated chest compression assist device. The device is called the AutoPulse® and is manufactured by ZOLL Medical Corporation, a leader in the field of defibrillation and resuscitation. The AutoPulse is an FDA-approved device being used in this study in compliance with American Heart Association Guidelines. The AutoPulse® has been used commercially worldwide for the past three years. Approximately 2000 units are in use by EMS agencies and hospitals globally.

The clinical trial is called CIRC™ and it stands for Circulation Improving Resuscitation Care. The trial is being conducted under the medical and scientific supervision of Dr. Lars Wik, Dr. Mark Westfall and Dr. Ron Pirrallo. Dr. Lars Wik from Ullevål University, Oslo, Norway is the Principal Investigator for the study and is a world-renowned clinician and resuscitation researcher. Dr. Mark Westfall is the Fox Valley Site Investigator and is the Medical Director for Grand Chute Fire Department, Neenah-Menasha Fire Department, Appleton Fire Department and Gold Cross Ambulance. Dr. Pirrallo is the medical monitor for this study and is a professor of emergency medicine at the Medical College of Wisconsin. This study has been approved by the institutions of Affinity and Theda Care.

In return, for the participation in this study, all of the costs will be covered and we will receive AED's for our fire and police departments.

Any follow-up questions related to this study should be directed to Diane Egan, Public Relations Manager at ZOLL Medical Corporation, (978) 421-9637, DEgan@zoll.com

To: Council
Fr: Mayor



June 11, 2007

Mayor Joe Laux
City of Menasha
140 Main St
Menasha, WI 54952

Dear Mayor Laux:

I'm pleased to report that our regional wayfinding signage project continues to move steadily forward. As you'll recall, our goal is to develop consistent signage that will help visitors, newcomers and residents find their way to major Fox Cities destinations.

After several months of planning, we have begun the second phase of the project, which includes:

- Determining the best routes to destinations to be included on signs
- Preparing a list of proposed sign locations
- Developing exact text to be included on each sign

We have hired Omnni Associates to work with us on this part of the project. They have a great deal of experience working with Department of Transportation and know the Fox Cities area well. They may be in contact with you or your staff during the course of their work, because they'll want to take into consideration any major roadway changes you're planning.

When this part of the project is complete, sometime in the fall, we will share with you the detailed plan Omnni has developed. At that time, the Bureau will offer Capital Development Grants to help Fox Cities communities that want adopt the regional signage plan.

Please feel free to give me a call at any time if you have questions about the wayfinding signage project.

Sincerely,

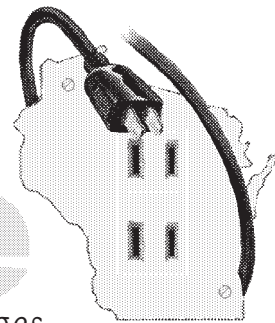
A handwritten signature in black ink, appearing to read "Lynn R. Peters".

Lynn R. Peters
Executive Director

A Coalition
to preserve
Wisconsin's
Reliable and
Affordable
Electricity

Customers First! the Wire

Plugging you in to electric industry changes



608/286-0784 • P.O. Box 54 • Madison, WI 53701 • www.customersfirst.org • JULY 2007 • Vol. 12, No. 7

This just in...

Electric rates highest in restructured states

A New Jersey consulting firm has found significant electricity price increases in 2006 compared with 2005, following even bigger ones the year before. And its recent nationwide survey confirms what others in individual states suspected, or knew from bitter experience: The highest prices of all are found in states where high prices in the 1990s kicked off the restructuring craze.

NUS Consulting Group of Park Ridge, New Jersey, found that the biggest users of electricity were paying almost 5 percent more this spring than a year earlier, after enduring an increase more than twice as big over the preceding 12-month period.

In June, NUS reported that power prices paid by large commercial and industrial entities as of April were 4.7 percent higher than during the 12 months ending in April 2006.

Between April 2005 and April 2006, prices jumped almost 11 percent, NUS noted. Over the succeeding 12 months, the U.S.

average price of electricity continued to rise, reaching 9.28 cents per kilowatt-hour as of April 1 this year, up from 8.86 cents a year earlier.

The highest prices were found in states that had restructured their electric utility industries. California, Maryland, and New York provided noteworthy examples, with Southern California Edison at 12.65 cents, Baltimore Gas and Electric at 12.98 cents, and Consolidated Edison at 18.29 cents per kilowatt-hour. Southern California Edison's price, however, represented

a decrease of more than 13 percent compared with the prior year.

Correlation between restructuring and high prices was not absolute. Among the lowest-priced utilities were Virginia's Dominion Power and Ohio Power, with rates between 5 and 5.5 cents per kilowatt-hour. Virginia had been in the process of phasing in a retail choice program over several years but has since been retreating toward a more traditional utility environment. Ohio has a restructuring law in place, but with a dearth of competing providers there's growing talk of major revisions.

An eye-catching detail, however, is that the 5-cent price range included the Missouri operations of Ameren UE. Those fortunate folk can literally see other Ameren customers—across the Mississippi River—who face huge rate increases with the expiration of caps imposed 10 years ago by the Illinois Legislature under that state's restructuring law.

The annual survey by NUS samples 24 of the nation's largest investor-owned utilities using an industrial model assuming 450,000 kilowatt-hours of monthly usage with a monthly demand of 1,000 kilowatts. 💡

Michigan utilities want repeal

Major commercial and industrial power users say they're happy with retail choice in Michigan, but the state's two biggest utilities claim big electrical loads switching back and forth between alternative providers are creating expenses that get fobbed off on—guess who—residential ratepayers.

The Energy Daily reports that in testimony before state lawmakers and the Michigan Public Service Commission this spring, Detroit Edison and Consumers Energy said they're prepared to build new power plants to meet rising energy demand, but only if policymakers act to restrain customer switching.

The utilities criticized what they called the "see-saw" effect of the restructured utility market, in which a few customers—the small number of major commercial and industrial users who make up a disproportionately large percentage of the utilities' load—switch back and forth among alternative providers as power prices fluctuate.

A Detroit Edison executive testified that when a big customer returns to the utility, attracted by its regulated rates after a temporary dalliance with an alternative provider, the utility is forced to meet customer needs with bigger power purchases on the wholesale market. But it was higher prices in that market that drove the customer back to the regulated utility in the first place; in effect, the big customer spreads part of the cost of his large energy bill across all the rest of the utility's customers.

Meanwhile, the executive said, the alternative providers have no interest in offering their service to the low-volume residential customers who end up helping to bear the costs of other people's movements back and forth, according to *Energy Daily*.

The utilities argue that without greater certainty about their customer base and their corresponding ability to recover construction costs, they can't risk building the new generation capacity that would make it easier to meet demand and might ultimately help moderate wholesale prices. 💡



THE WIRE is a monthly publication of the *Customers First!* Coalition—a broad-based alliance of local governments, small businesses and farmers, environmental groups, labor and consumer groups, retirees and low-income families, municipal electric utilities, rural electric cooperatives, wholesale suppliers, and an investor-owned utility. *Customers First!* is a coalition dedicated to preserving Wisconsin's reliable and affordable electricity.

If you have questions or comments about THE WIRE or the *Customers First!* Coalition, please call 608/286-0784.



THINKING THINGS THROUGH

By CFC Executive Director John Sumi

Wisconsin energy policy has often benefited by developing a consensus among stakeholders before presenting the Legislature with a proposal. A notable recent example of consensus-based legislation was Act 141, the energy efficiency and renewable resources law passed last session with just one dissenting vote in the two houses combined.

The act accomplished several important goals. Ending years of frustration, it finally provided funding security for the much-needed effort to increase energy efficiency in our state. It also maps out a program for bringing more renewable resources into our energy supply and provides utilities with more regulatory certainty in construction cases.

When Governor Doyle recently announced the formation of the Task Force on Global Warming, it signaled a new effort at building consensus on policies that could have major future impacts on Wisconsin businesses and residents. While the scope of the task force's review of global warming issues is not focused on the electric utility industry alone, it is possible that the group's recommendations will set the stage for further energy policy changes in our state. The governor was careful to select stakeholders from a broad spectrum of interests including representatives from the farm, forestry, pulp and paper industries; automobile manufacturing; electric utilities; labor; cooperatives; environmental organizations; and the university research community. The task force is co-chaired by Roy Thilly of the municipal utility group Wisconsin Public Power Inc., and representatives of four other *Customers First!* member organizations were among those appointed to serve.

So why should the Legislature wait for a consensus to develop on this and other policy issues before setting new directions for our energy laws?

As shown in the case of the energy efficiency and renewables law, the product of a wide consensus among stakeholders and energy experts proved to be a well-crafted set of recommendations. Moreover, these recommendations cover policies that often include highly technical issues where mistakes shaping policy options into law can produce unwanted consequences.

When consensus is achieved, it is much more likely that our energy policy will serve the citizens of the state well and retain political durability as years go by. 💡



Sumi

Customer, heal thyself...

Connecticut lawmakers hoping to backtrack on electric restructuring decided you can't go home again after all and have punted their problem to customers.

Like the typical restructuring scheme, Connecticut's 1998 law made the electric utility business more complicated than before, and the legislative fixes that were much-talked-about earlier this year appeared certain to make it more complicated still.

But the law that passed by wide margins this spring focuses instead on reducing overall demand and, perhaps even more significantly, shifting demand to off-peak hours to avoid the need for new generating capacity.

A new metering system will let customers choose rates that vary with the time of usage

and perhaps take more direct charge of what they pay by deciding when to use the product.

Skeptics say it's unclear whether electricity costs enough to prompt customer reaction sufficient to lower demand and—maybe—lower prices. 💡

Energy saver tip

Summer's a good time to cook outdoors as often as it's practical—for both comfort and electricity savings. And for the same reasons, if you use an electric range indoors, shut off the burner a minute or two before food is finished cooking; enough heat will usually linger in your pan and the cook-top to finish the job. 💡

Railroad bills gaining Wisconsin sponsorship



Obey



Baldwin



Kind

Momentum continues to build for federal action on anticompetitive rail-shipping practices, with four bills in the hopper including one with three-dozen co-sponsors as of the most recent count.

Wisconsin Congressman David Obey added his name last month as a co-sponsor of the Railroad Competition and Service Improvement Act.

Wisconsin Representatives Tammy Baldwin and Ron Kind signed on as co-sponsors of the proposal earlier this spring. Baldwin has also

introduced a House version of a bill authored by Wisconsin Senator Herb Kohl (co-sponsored by Senator Feingold) requiring major rail carriers to comply with the federal antitrust laws that apply to other U.S. businesses.

Alongside these bills, amendments to other legislation reveal growing momentum for rail reform. Consumers United for Rail Equity (CURE) last month reported amendments adding onto other legislation requirements to: study railroad prices driving shippers to use truck transportation, examine the adequacy of railroad capacity to deliver biofuels, and compel railroads

to annually report infrastructure investments and maintenance.

The flurry of legislation is driven by customer groups protesting railroad practices that increase costs for electric utilities and a wide variety of other industries that rely on affordable bulk shipping. 💡

Is this what they meant by customer choice?

This might be the public utility equivalent of warming up the knife before sticking it in.

With the expiration of a decade-long rate freeze mandated under Maryland's electric restructuring, Baltimore Gas and Electric got the green light for a 50-percent rate hike effective last month. But customers were given two options: pay the full increase right away or bring the pain on gradually by phasing in the increase over 10 months.

Customers who choose the cost-deferral plan will see the price increase in three parts with the full rate increase kicking in next January. The postponed parts of the increase will be added onto bills beginning next April with the utility recovering the full amount of the deferred payments by the end of 2009, according to *The Baltimore Sun*.

The newspaper quoted one area economist calling the program "basically free money." "It's a no-interest loan; everybody should take it...it's a no-brainer," said Richard Clinch of the University of Baltimore, according to the *Sun*.

No word yet whether the restructuring plan necessitating the deferral program also qualifies as a "no-brainer." 💡

Montana utility buyout nixed

It didn't attract the media attention of the California fiasco, but Montana was among the states hardest hit by ill-advised electric restructuring. Now, state policymakers are picking their way back to something more like the system they left behind 10 years ago, and within days of a new law being enacted utility regulators said "thanks but no" to an Australian buyout of Montana's main power provider.

Babcock and Brown Infrastructure (BBI) had been hoping to acquire Northwestern Energy Corp. for somewhat more than \$2 billion. Northwestern recently emerged from bankruptcy, and according to people familiar with the situation it appeared to be on a path to renewed financial health.

But *The Energy Daily* reported that Montana's Public Service Commission feared a BBI acquisition might lead to "hollowing out" the company to recover the \$700 million premium the Australian firm had offered to pay over and above Northwestern's book value.

Similar concerns, *Energy Daily* said, prompted the rejection of private equity buyouts of utilities in Arizona and Oregon in recent years and continue to haunt the planned \$45 billion buyout of Dallas-based TXU Corp. by a group of private investors.

In Montana, the story said, BBI's venture probably wasn't helped by continuing anger over the state's 1997 restructuring program.

This spring, Montana adopted legislation moving back toward cost-based utility regulation and encouraging Northwestern to build new rate-based power plants—an item of infrastructure utilities weren't permitted to own under the restructuring law.

Volatile wholesale electricity prices—which the restructured utilities had no choice but to pay and then resell high-priced power to their distribution customers—soon played havoc with the state's economy and forced closure of some energy-intensive businesses.

Signing the new law in mid-May, Governor Brian Schweitzer cautioned that prices couldn't be expected to fall overnight, but said, "Montana customers will no longer be solely dependent on the market price of electricity. Rather, the price of this future energy will be based upon costs, plus a reasonable rate of return."

Schweitzer called the 1997 restructuring law "an unmitigated disaster for Montana." 💡

Be sure
to check out the
Customers First!
web site at



www.customersfirst.org



Quotable Quotes

“When you have been hit with a disaster, you do what you can to keep things from getting worse.”

—Montana Governor Brian Schweitzer, on signing legislation undoing key components of his state’s 1997 restructuring law and returning to cost-based electricity pricing regulation, as quoted in *The Energy Daily*, May 24, 2007

Help us share our messages with others. If you know of businesses or organizations that would like to learn more about protecting Wisconsin’s reliable and affordable electricity, please feel free to copy and share with them all or part of this newsletter, or you can call 608/286-0784 to arrange an informational meeting.

Customers First!
Plugging Wisconsin In



A Coalition
to preserve
Wisconsin’s
Reliable
and Affordable
Electricity

P.O. Box 54
Madison, WI 53701

Customers First!



Sheila Brucks
238 Butte des Morts Dr.
Menasha, WI 54952
920-725-2976

Mayor Joe Laux,

It was brought to my attention of an opening for a Menasha representative for the Heckrodt Wetland Reserve. I am submitting this resume as proof of interest in serving our community through this venue.

I have been interested in serving the community for many years. As our children were involved in many interests and my parents were in need of my help, I tried to keep a reign on what I could get involved with. Now our sons are adults, my parents are gone, and I am ready to extend myself.


We purchased our home in Menasha in 1999. My husband, Dick, and I are happy with the move to Menasha. We both grew up in Appleton, moved to the Town on Menasha - West in 1979. We have three sons that are all living and working in the Fox Valley. Our move back into a city was an interesting change back to our roots, as "city kids." We are also advocates for the environment and have made this an important part of our lives. We have owned property in Shawano County for almost 30 years and have been interested in the environment around us.

I am an administrative assistant for Spring Road School in Neenah. Through this position, I have knowledge of the environmental centers in our area. The retiring principal, Art Prosek, directed the Environmental Field Trips for Neenah Schools for years. Heckrodt has evolved into one of the favorites for our Spring Road teachers to attend with their classes. It is a wonderful extension of their curriculum and a great way to open the eyes of children and adults to the world of nature in their community.

As a Menasha resident and a strong advocate for environmental education and preservation, I would be proud to sit on the board for the Heckrodt Wetland Reserve.

Thank you for considering me for this position.

Sincerely,

A handwritten signature in black ink that reads "Sheila M Brucks". The signature is written in a cursive, flowing style.

Sheila M. Brucks

JILL A. ENOS

732 Nicolet Boulevard, Menasha, WI 54952
920.967.4127 (home) 202.441.0490 (cell)
jillenos@yahoo.com

Key Skills and Experience

- **Broad management experience** – strategic planning, financial management, product management; also mergers/acquisitions, and new business growth in technology-based industry. Experience with both non-profit and for-profit organizations.
- **Communication and presentation skills** – with employees, investors, customers, constituents.
- **Leadership and team work** – consensus-building, team development.

Experience

1999 - 2005
2004-05

USINTERNETWORKING, INC. (USi)

Annapolis, MD

Vice President, Product Development

Led the Product Management/Development team of USi, an application service provider with annual revenue in 2005 of \$100M. Rolled out several new major service offerings, including innovative on-demand pricing and delivery of support services, contributing to 22% increase in total annual revenue.

1999 – 2004

Various roles in Business Operations, Finance, and Corporate Planning

- Directed the ground-up planning and launch of a new operations office in Hyderabad, India, including infrastructure, partners, personnel, and organizational development.
- Revamped corporate reporting and project management to better align corporate plan with operational results. Trained operational managers to improve financial management company-wide.
- Played pivotal role in closing \$81 million in strategic investor financing (from Bain Capital). Supported Bain in planning, evaluation, financial due diligence, and merger effort.
- Led the sales operations and business planning teams. Created a revised value-based corporate pricing model, drove significant vendor cost reductions, managed sales compensation and training programs.
- Structured sales opportunities and negotiated client contracts. Developed annual budgets for business units; provided analysis and recommendations to general managers.

1994-1997

FEDERAL RESERVE BANK OF ATLANTA

Atlanta, GA

Associate Examiner

Supervised team of examiners assessing loans, operations, and compliance with consumer protection laws across banks in the southeast. Advised bank senior management in implementation of recommendations.

1993-1994

VISTA (VOLUNTEERS IN SERVICE TO AMERICA)

Atlanta, GA

NEIGHBORHOOD REINVESTMENT CORPORATION

Community Coordinator, Economic Development

As change agent, implemented empowerment plan enabling residents of a 200 family, low-income housing community to achieve affordable home ownership and economic independence. Provided financial planning education to residents, developed economic assessment plan, cultivated and trained community leadership.

Education

1997-1999

Harvard University Graduate School of Business Administration

Boston, MA

Master in Business Administration degree, June 1999.

1989-1993

Michigan State University, Honors College

East Lansing, MI

Bachelor of Arts degree, Political Science.

Other Activities and Achievements

- Current Board member of the Samaritan Counseling Center of the Fox Valley, Inc.
- Compass Community Service Initiative – worked with teams of business executives providing volunteer management consulting services to non-profit organizations in Washington, DC, 2001-2005.
- National Finalist for White House Fellowship 2003 (top 30 of ~1000 candidates).
- International experience – Conversant in Spanish. Traveled or studied in various countries including Ecuador, Colombia, Venezuela, Ireland, England, France, China, and Mongolia.

Application for the Position of Menasha Representative to Valley Transit Board

Name: Roger A. Kanitz
516 Riverway
Menasha, WI 54952

Phone: 920-722-6438 (Home); 920-721-2384 (Work)

E-mail: rkanitz@new.rr.com (Home)

Statistics: (7) year resident of the City of Menasha and home owner
1974 Graduate of UW-Madison, Mechanical Engineering
Mechanical Engineer employed by Kimberly Clark
56 years old; married; (1) son now living in Minneapolis
Interests: Impressionist Oil Painting and Wildflower Gardening
Founding member of ECOS-FV
(Energy Coalition for a Sustainable Fox Valley)

Statement of Interest:

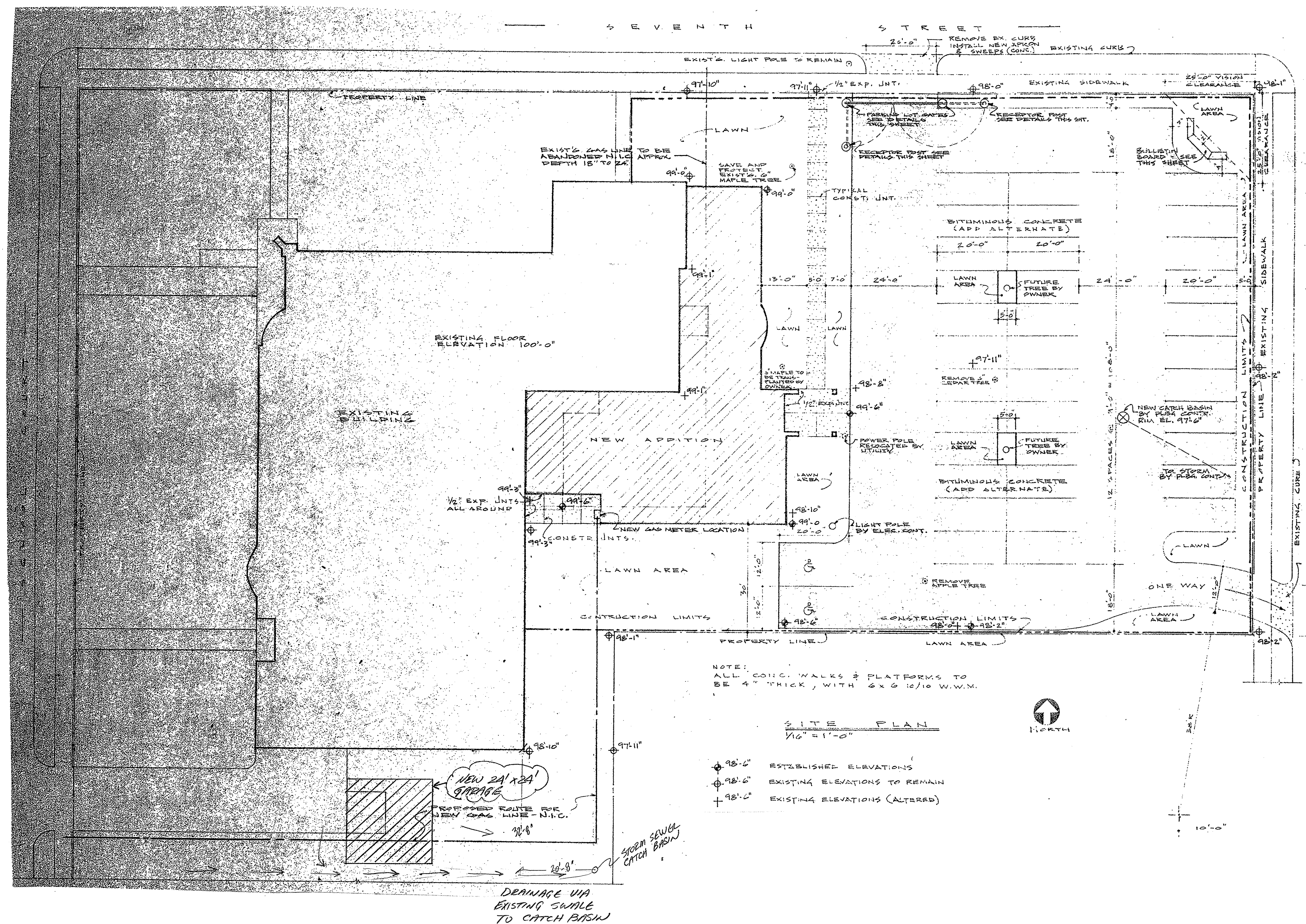
The development of a viable and effective bus system that meets the needs of Menasha's citizens is a special interest of mine, making the system accessible, convenient to use, and cost effective to the public at large.

Though I have not used the system as of late, I remember the convenience of such systems in Beloit as I grew up and understand the strong needs that will develop in our community as gas prices rise and shortages occur. Transportation needs to get to work, for food, for health care or to simply shop or attend events will become a community demand hampered by our relatively low population density.

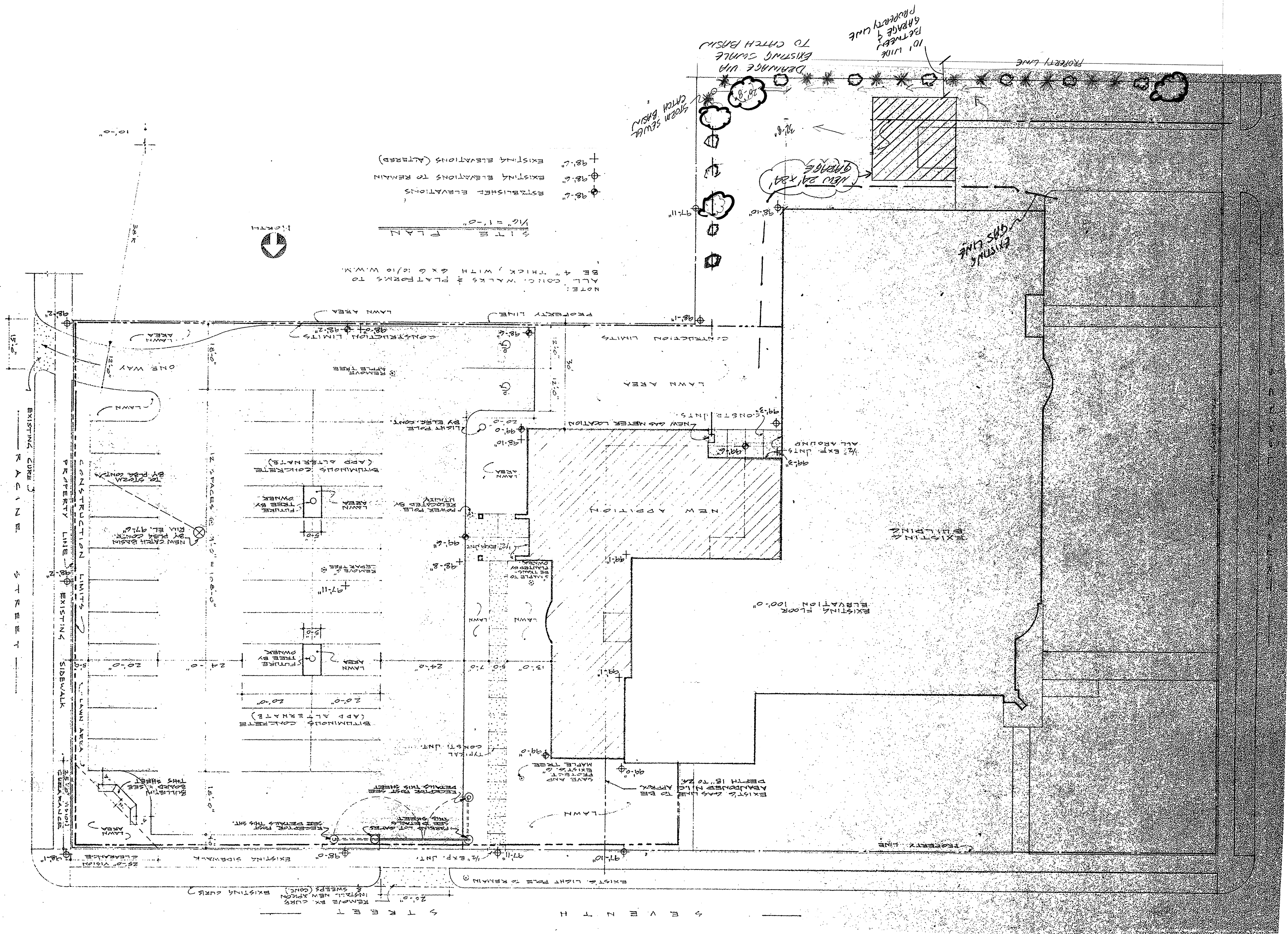
I would welcome the challenge of guiding the sustainable development of the greater community bus system over the next three years on behalf of the City of Menasha. I would work closely with City Hall to link the development of the system with the many needs of the diverse community.

Sincerely,

Roger A. Kanitz



St Timothy Lutheran Church Menasha, WI



Document Number	Utility Easement					
This EASEMENT, made between City of Menasha GRANTOR and SBC and Menasha Electric Utility GRANTEE GRANTOR conveys to GRANTEE , their heirs, successors and assigns, for good and valuable consideration, receipt of which is acknowledged, the following described UTILITY EASEMENT in Calumet County, Wisconsin.		This space reserved for recording data Return to: City of Menasha 140 Main Street Menasha, WI 54952				
<div style="text-align: right;"><u>Parcel Identification Number(s)</u></div>						
<p>Said GRANTOR conveys to said GRANTEE a UTILITY EASMENT, 5 feet wide over the owner's interest in lands located in part of Lot 13, Lot 14, Lot 15 and Lot 16 of the NATURES WAY plat, being part of the Southwest ¼ of the Southwest ¼ of Section 7, Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin, described as follows:</p> <p>The East 5 feet of Lots 13, Lot 14, Lot 15 and Lot 16, of NATURES WAY plat.</p> <p>Said UTILITY EASEMNET covers 1374 square feet of said GRANTOR's land and is for the exclusive purpose of constructing and maintaining electric and communication utilities.</p> <p>The UTILITY EASEMENT PROVISIONS for the plat of NATURES WAY apply to said UTILITY EASEMENT.</p> <p>Exhibit A is attached.</p> <p>In the Presence of: The City of Menasha</p> <table><tr><td>_____ Mayor</td><td>_____ Date</td><td>_____ City Clerk</td><td>_____ Date</td></tr></table> <p>State of Wisconsin))ss _____ County)</p> <p>Personally came before me on this _____ day of _____, 2007, the above named City of Menasha Mayor and Clerk, to me know to be the person(s) who executed the foregoing instrument and acknowledge the same.</p> <p>_____ My Commission expires (is) _____</p>			_____ Mayor	_____ Date	_____ City Clerk	_____ Date
_____ Mayor	_____ Date	_____ City Clerk	_____ Date			

the East line of
West line of sale
Given under my ha.

William F. Kotler, Wis

Corporate Owner's Co
The City of Menasha,
be surveyed, divided,
The City of Menasha
City of Menasha
Calumet County
Department of
WITNESS WHEREOF

In the Presence of: C

Mayor

State of Wisconsin

Personally came before
the above named to

Notary Public, Wisconsin

Utility Easement Pro

An easement for ele

WE Energies, SBC,

Grantees, their resp

electricity and electri

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time pursuant to the

Grantees. After inst

The grant of easem

Mayor

City of Menasha Co

Resolved, that the p

Mayor

I hereby certify that

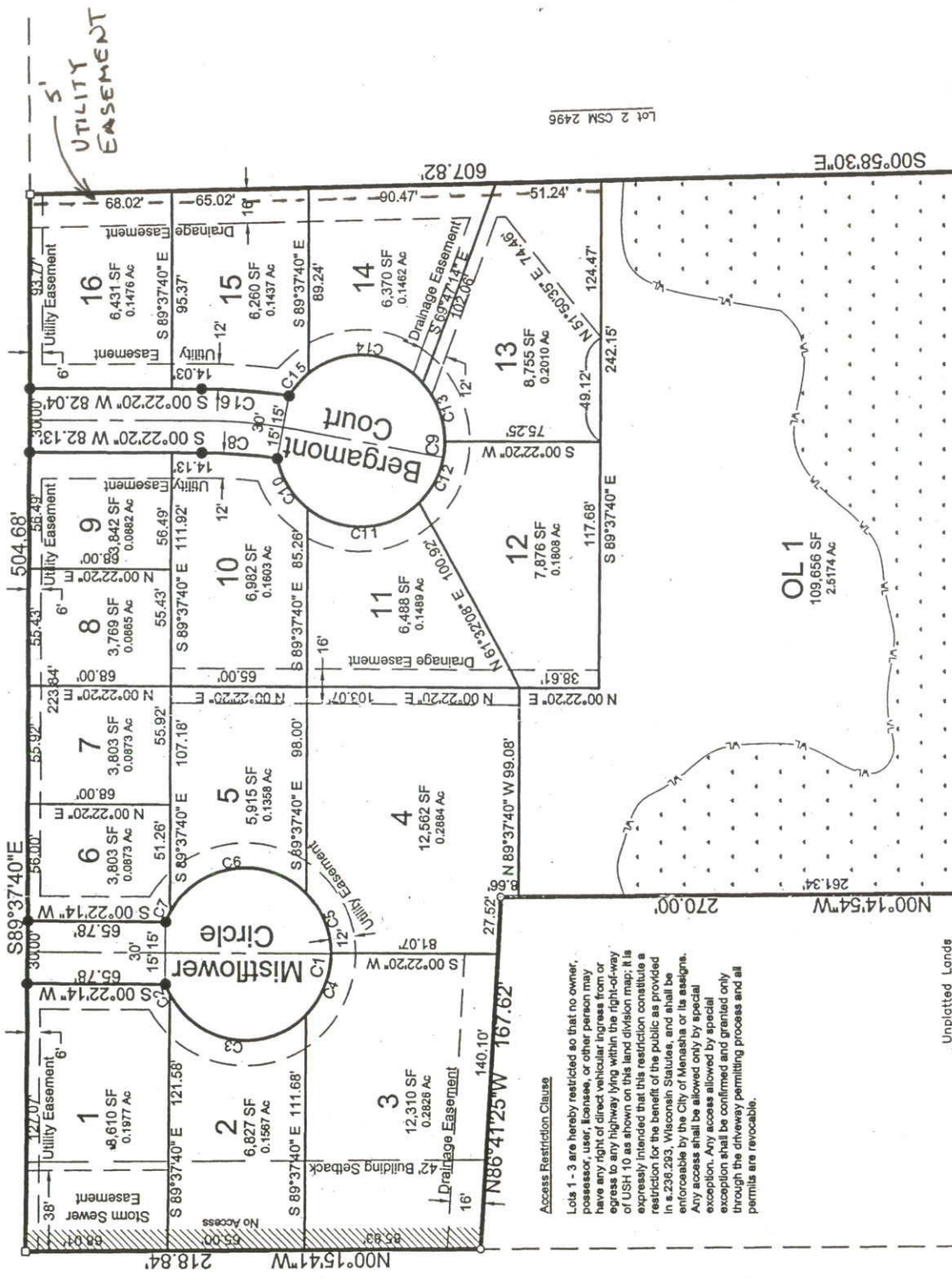
City Clerk

Lot 1 CSM 677

Natures Way

(60')

USH 10
(Width Varies)



Unplotted Lots

City of Menasha
Electronic Communications & Information Technology Policy

I. Electronic Communications

To better serve our citizens and give our workforce the best tools to do their jobs, the City of Menasha (“City”) continues to adopt and make use of new means of communication and information exchange. This means that many of our employees have access to one or more forms of electronic media and services, including (but not limited to) computers, e-mail, telephones, cellular telephones, voice mail, fax machines, external electronic bulletin boards, on-line services, the Internet, and the World Wide Web.

The City of Menasha encourages the use of these media and associated services because they are valuable sources of information. However, all employees, and everyone connected with the City, should remember that electronic media and services provided by the City are the sole property of the City of Menasha, and their purpose is to facilitate and support City business. The City expects all electronic communication use to demonstrate the same level of ethical and professional manner as required in face-to-face or written communications.

This policy cannot lay down rules to cover every possible situation; however, the purpose of this policy is to express the City’s philosophy and set forth general guidelines to ensure the proper use of the City of Menasha’s electronic communications. By adopting this policy, it is the City’s intent to ensure the electronic communication systems are used to their maximum potential for business purposes and not used in a way that is disruptive, offensive to others, or contrary to the best interest of the City.

The City encourages the use of electronic communication to:

- Communicate with fellow employees, citizens, elected officials, and other individuals regarding matters within an employee’s assigned duties;
- Acquire information related to or designed to facilitate the performance of regular duties; and
- Facilitate performance of any task or project in a manner approved by an employee’s supervisor.

Access & Personal Use: Each department supervisor shall determine which employees in their department shall have access to the various media and services, based on business practices and necessity. It is understood that the Police Department may need to have access to various websites that would otherwise be prohibited by this policy. The policy shall not prohibit the legitimate use of City computers or the access to websites used in conjunction with Law Enforcement activities. It is required that authority be given to any Police Officer needing to use City computers for legitimate law enforcement activities prior to that use. Such authority shall be given by a Supervisory Lieutenant, the Operations Lieutenant, Investigations Lieutenant or

the Chief of Police. Such authorization shall be documented by the Supervisor and need not be reported to the Information Technology Manager.

Chat Rooms: Employees may not access and/or speak on behalf of the City of Menasha in news groups or chat rooms unless authorized by the department supervisor. Use of e-mail and/or the Internet does not ensure confidentiality and the City of Menasha has software that can monitor and record Internet use.

Hardware – Software Applications: The City has established a platform of software and hardware that meets the needs of the department and the City. Therefore, employees are not allowed to add, modify or delete any hardware and/or software without the express consent of the systems administrator. This includes any software packages, games, screensavers, etc. Violation of this provision will result in loss of electronic privileges, and/or discipline, up to termination of employment.

Personal Use: The City allows limited, occasional use or incidental personal use of electronic communications systems during lunch and breaks, or immediately before or after normal business hours, subject to the following conditions and restrictions.

Personal use must not:

- Involve any prohibited activity (see Prohibited Activities.);
- Interfere with the productivity of the employee or his/her co-workers;
- Consume system resources or storage capacity on an on-going basis; or
- Involve large file transfers or otherwise deplete system resources available for business purposes.

Confidentiality/Public Record: Use of e-mail and/or the Internet does not ensure confidentiality. The City of Menasha has software that can monitor and record Internet use. Electronic mail falls within the definition of a public record and, as such, can be requested as an open record. Any information that is requested or sent by any employee is stored and can be retrieved, even if the user denotes it as classified or personal in nature, or deletes the information at the site. Therefore, remember when utilizing electronic communications, there is no guaranteed right to privacy; inappropriate, unprofessional, illegal activities, or confidential information should not be forwarded via e-mail or the Internet. The City retains the right to enter the system, and the public has a right to request information off the system.

Anyone receiving an electronic communication in error shall notify the sender immediately. The communication may be privileged, confidential and/or exempt from disclosure under applicable law. Such privilege and confidentiality shall be respected.

Prohibited Activities: As a condition of providing electronic access to City employees, the City of Menasha places certain restrictions on workplace use of e-mail and the Internet. The following uses of electronic communication are strictly prohibited:

- The creation, solicitation, and/or exchange of messages or images that are offensive, harassing, disruptive, sexually oriented, defamatory, obscene or threatening. This includes offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs. Discrimination and/or harassment over computerized systems will not be tolerated and constitutes a clear violation of City policy.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to test, circumvent, harm or destroy the data of another user, the network, Internet, or any networks or sites connected to the City network. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- Engaging in illegal, fraudulent, or malicious activities.
- Hacking or obtaining access to systems or accounts than an individual is not authorized to use.
- Dissemination, copying, downloading or printing of copyrighted materials (including games, articles and software) in violation of copyright laws.
- The creation and/or exchange of advertisements, solicitations, chain letters, gambling and other unsolicited e-mail, or any activity in violation of local, state or federal law.
- Operating a business, usurping business opportunities or soliciting money for personal gain, or searching for jobs outside of the City of Menasha.
- Conducting stock market transactions or operating a stock ticker notice.
- Registration to list servers without proper authorization. Participating in or establishing without administrator's permission any types of electronic bulletin boards, conferencing features, or chat rooms.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the Network Administrator from intercepting and stopping e-mail messages that have the capacity to overload the computer resources.
- Messages should not be read or sent from another user's account except under properly delegated arrangements.
- Sending, altering, reading, deleting, modifying, or copying a message belonging to another user without the permission of the originator, or attempting to hide the identity of the sender, is prohibited.

- The continued usage and/or access to contents of e-mail and/or the Internet when an employee terminates or is laid off from employment with the City.

Note: All City policies and procedures dealing with the privacy, misuse of City resources, sexual harassment, data security and confidentiality apply to all electronic communications usage. As laws and/or decisions regarding electronic communications change, the City reserves the right to change and/or add restrictions to e-mail and Internet use.

Monitoring & Security: The use of electronic communication is a tool for business communications, and users have the responsibility to use this resource in an efficient, effective, ethical and lawful manner. All uses of electronic communications are the sole property of the City of Menasha. The City of Menasha has the right to monitor any employee's electronic communications for legitimate business reasons, including compliance with this policy and employee performance, and where there is reasonable suspicion of activities that violate this policy.

The use of passwords is intended to keep unauthorized individuals from accessing messages stored on the system. The practice of using passwords should not lead employees to expect privacy with respect to messages sent or received. The use of passwords for security does not guarantee confidentiality.

E-Mail Record Retention: As a general rule, e-mail is a public record whenever a paper message with the same content would be a public record. (See WI Stats. 19.32(2) for a definition of a record.) The same rules apply with respect to record retention and disclosure as do with other City documents.

Components of an E-Mail record: The e-mail record is defined to include the message, the identities of the sender and all recipients, the date, and any non-archived attachments to the e-mail message. Any return receipt indicating the sender received the message is also considered to be part of the record.

Saving and Indexing E-Mail records: The Records Custodian of an e-mail bears the responsibility for determining whether or not a particular e-mail record is a public record which should be saved and ensuring the record is properly indexed and forwarded for retention as a public record. E-Mail which is subject to records retention must be saved and should be indexed so that it is linked to the related records in other media (i.e., paper) so that a complete record can be accessed when needed. E-Mail records to be retained shall be archived to a local diskette or printed out and saved in the appropriate file.

Public Access to Electronic Communications: If a Department receives a request for release of an e-mail, or other public record, the Records Custodian of the record shall determine if it is appropriate for public release, in whole or in part, pursuant to law, consulting the City Attorney's office, if necessary. As with other records, access

to, or electronic copies of, disclosable records shall be provided within a reasonable time.

Disciplinary Action: This policy is effective to all stand-alone units as well as units connected to the network and/or Internet. Employees who violate the provisions of the policy will have all user privileges revoked for themselves, and possibly other employees, regardless of the success or failure of the attempts. Disciplinary action for violation of the City of Menasha's Electronic Information Systems Policy may include, but is not limited to, progressive discipline: an oral warning, a written warning, suspension, and/or termination, depending upon the type of offense. The nature of the violation may also be subject to civil liability and criminal prosecution. The measure of the discipline will correspond to the gravity of the offense as weighted by its potential effect on the City of Menasha and fellow employees. Payment will be required for damage necessitating the repair or replacement of equipment and/or software.

Any employee who discovers a violation of this policy shall notify the Help Desk, who, in turn, will notify the Department Head, or Human Resources Director or both. Any employee who inadvertently violates this policy shall immediately notify the Department Head who shall notify the Help Desk.

II. Purchasing, Installation, and Testing

Any computer system, software, telecommunications, or other technology paid for by, or donated to the City of Menasha, or brought into the City of Menasha for use by a third party, intended for use on any workstation, or which intends to utilize the City's network backbone as a carrier, or will interface in any manner with the City's network, must be evaluated and approved by the Information Technology (IT) Manager prior to purchase, acceptance, use, or distribution with regard to current IT standards. Of greatest concern are those acquisitions or installation plans that involve devotion of large amounts of capital, broad distribution, or non-standard operating systems or protocols. These guidelines apply to all technology purchases or installations, regardless of funding sources. The Information Technology Manager reserves the right to remove any non-approved technology installation.

Any approved technology will be installed by, or have the installation monitored by, the IT Manager. City Departments are advised they have no authority to disseminate information on the City's technology installation to any outside party or vendor without prior approval of the IT Manager, as such dissemination presents the possibility of compromising network security. If a department needs to converse with a vendor concerning the possible implementation of new technology and such discourse requires details on the City's technology setup, the department will arrange to have the IT Manager present during all contacts to provide the necessary information in such a manner as to not compromise security.

The Information Technology Manager will attempt to do all testing of new technology with regard to its effect on network or systems performance. Testing will either be performed in isolated test environments or during times of low network

usage. If such testing will require downtime during normal production periods, the IT Manager will arrange suitable testing times with the affected department in advance.

III. E-Mail Open Record Guideline

1. The general rule is that e-mail is a public record whenever a paper message with the same content would be a public record. It is the message and not the medium that determines whether an item is a public record.
2. Each employee must decide whether or not an e-mail that is either sent or received constitutes a public record. If an e-mail is determined to be a public record, then it must be saved. E-mail may be saved electronically or in hard copy, or both.
3. Public record do not include non-final drafts of documents, personal notes or business matters, preliminary computations, or like materials.
4. Public records do not include personal messages, invitations to meetings, or confirmations of meetings.
5. Public records do not include generic requests for information or replies to requests for information.
6. Public records do not include documents subject to attorney-client privilege.
7. Public records do include conversations, discussions, recommendations, or decisions of specific cases or matters under your jurisdiction.
8. If you have any doubt or question as to whether an e-mail is or is not a public record, please contact the City Attorney's office.

City of Menasha
Electronic Communications & Information Technology Policy
User Agreement*

As an employee of the City of Menasha (the "City"), I recognize and understand that the City's electronic information systems are provided for conducting the City's business. However, City policy does permit some limited, occasional, or incidental personal use of the equipment and services under certain circumstances. I understand that all equipment, software, messages and files are the exclusive property of the City. I agree not to add, modify, or delete any hardware and/or software application without the authorization of the Information Technology Manager. I agree not to use the electronic information systems in a way that is disruptive, offensive, or harmful to others or to the City of Menasha. I agree not to use passwords, access a file, or retrieve any stored communication other than where authorized. I agree not to copy, send or receive confidential information without prior authorization from my immediate supervisor and the Information Technology Manager.

I am aware that the City reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the City's electronic information systems at any time. I am aware that the City may exercise these rights with or without employee notice, and that such access may occur during or after working hours. I am aware that use of a log-in name and password do not guarantee confidentiality, guarantee privacy, or restrict the City's right to access electronic communications or information systems. I am aware that violations of this policy may subject me to disciplinary action, up to and including discharge from employment.

I acknowledge that I have read and that I understand the City of Menasha's policies regarding e-mail, electronic communications, and acceptable software.

Printed Name of Employee _____

Signature of Employee _____

Date _____

* To be placed in Employee's personnel file.

CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 6/21/07-6/28/07	\$ 164,204.25
Checks # 12743-12951	

Payroll Checks for 6/20/07-6/28/07	<u>602,885.01</u>
Checks # 32743-33026	

Total	\$ 767,089.26
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**Gaps in the sequence of accounts payable check numbers may be caused by: voiding checks at the start of a new check run to set up printing of the checks correctly, having a large number of invoices on a particular vendor which causes the payment to be printed on more than one accounts payable check , incorrect alphabetizing of a vendor causing the accounts payable check to appear out of sequence or software/printer problems which result in accounts payable checks being printed incorrectly and needing to be discarded.

Marshall & Ilsley Trust Company-Flexible Spending & Dependent Care

Menasha Employees Credit Union-Employee Deductions

Menasha Employees Local 1035-Union Dues

Menasha Employees Local 1035B-Union Dues

USCM Payroll Processing-Deferred Compensation

Wisconsin Support Collections-Child/Spousal Support

United Way-Employee Donations

AMT-Garnishments

Date: Wednesday, June 20, 2007
Time: 11:10AM
User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 1 of 7
Report: 03630Alt.rpt
Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
01050 ACC PLANNED SERVICE INC	12030	31100	55	06-101-240	616.10	SERVICE TO CHILLER
	Check Date	6/20/2007	Check Nbr	012952	Check Total:	616.10
01160 ALLIANCE ENTERTAINMENT CORP	PJB27284917	31100	55	06-101-314	77.88	LIBRARY MATERIALS
	PJB27330136	31100	55	06-101-314	62.89	LIBRARY MATERIALS
	PJB27436624	31100	55	06-101-314	97.89	LIBRARY MATERIALS
	PJB27486073	31100	55	06-101-314	457.20	LIBRARY MATERIALS
	PJB27283533	31100	55	06-101-314	89.66	LIBRARY MATERIALS
	PJB27329720	31100	55	06-101-314	1,108.61	LIBRARY MATERIALS
	PJB27329856	31100	55	06-101-314	68.15	LIBRARY MATERIALS
	PJB27427019	31100	55	06-101-314	250.87	LIBRARY MATERIALS
	PJB27512658	31100	55	06-101-314	875.74	LIBRARY MATERIALS
	Check Date	6/20/2007	Check Nbr	012953	Check Total:	3,088.89
01674 AMSTERDAM PRINTING	0202561	31100	55	06-101-310	12.01	SHIPPING CHARGES
	Check Date	6/20/2007	Check Nbr	012954	Check Total:	12.01
01729 APPLE BOOKS	80935	31100	55	06-101-314	163.78	LIBRARY MATERIALS
	81089	31100	55	06-101-314	42.09	LIBRARY MATERIALS
	Check Date	6/20/2007	Check Nbr	012955	Check Total:	205.87
01869 AT&T	608T66150006	31100	55	06-101-314	35.75	LIBRARY MATERIALS
	Check Date	6/20/2007	Check Nbr	012956	Check Total:	35.75

Date: Wednesday, June 20, 2007
Time: 11:10AM
User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

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Report: 03630Alt.rpt
Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
02115 BAKER & TAYLOR INC	5007868176	31100	55	06-101-314	44.61	LIBRARY MATERIALS
	5007905090	31100	55	06-101-314	162.60	LIBRARY MATERIALS
	2018603592	31100	55	06-101-314	93.43	LIBRARY MATERIALS
	2018695928	31100	55	06-101-314	69.33	LIBRARY MATERIALS
	2018556305	31100	55	06-101-314	237.93	LIBRARY MATERIALS
	2018582631	31100	55	06-101-314	731.76	LIBRARY MATERIALS
	2018593987	31100	55	06-101-314	1,002.83	LIBRARY MATERIALS
	2018601957	31100	55	06-101-314	240.84	LIBRARY MATERIALS
	2018627183	31100	55	06-101-314	217.06	LIBRARY MATERIALS
	2018659053	31100	55	06-101-314	274.96	LIBRARY MATERIALS
	2018682771	31100	55	06-101-314	353.95	LIBRARY MATERIALS
	2018683152	31100	55	06-101-314	591.27	LIBRARY MATERIALS
	2018701369	31100	55	06-101-314	174.20	LIBRARY MATERIALS
Check Date 6/20/2007 Check Nbr 012958 Check Total:					4,194.77	

Date: Wednesday, June 20, 2007
Time: 11:10AM
User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 3 of 7
Report: 03630Alt.rpt
Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
02635 BOOK WHOLESALERS INC	2848708	31100	55	06-101-314	214.50	LIBRARY MATERIALS
	2852619	31100	55	06-101-314	102.59	LIBRARY MATERIALS
	2853764	31100	55	06-101-314	92.36	LIBRARY MATERIALS
	2854853	31100	55	06-101-314	124.42	LIBRARY MATERIALS
	2856306	31100	55	06-101-314	221.04	LIBRARY MATERIALS
	2857788	31100	55	06-101-314	69.21	LIBRARY MATERIALS
	2862078	31100	55	06-101-314	114.32	LIBRARY MATERIALS
	2864236	31100	55	06-101-314	31.51	LIBRARY MATERIALS
	2868135	31100	55	06-101-314	131.28	LIBRARY MATERIALS
	2880715	31100	55	06-101-314	52.19	LIBRARY MATERIALS
	2854854	31100	55	06-101-314	423.14	LIBRARY MATERIALS
	2854855	31100	55	06-101-314	18.15	LIBRARY MATERIALS
	2854856	31100	55	06-101-314	36.39	LIBRARY MATERIALS
	2854857	31100	55	06-101-314	13.43	LIBRARY MATERIALS
	2860621	31100	55	06-101-314	52.01	LIBRARY MATERIALS
	2860622	31100	55	06-101-314	4.59	LIBRARY MATERIALS
	2860623	31100	55	06-101-314	41.90	LIBRARY MATERIALS
	2865381	31100	55	06-101-314	72.04	LIBRARY MATERIALS
	2865382	31100	55	06-101-314	24.39	LIBRARY MATERIALS
Check Date 6/20/2007 Check Nbr 012960 Check Total:					1,839.46	
03265 CENTER POINT LARGE PRINT	639515	31100	55	06-101-314	38.34	LIBRARY MATERIALS
	Check Date 6/20/2007 Check Nbr 012961 Check Total:					38.34
03665 CONKEY'S BOOK STORE	70410	31100	55	06-101-314	59.88	LIBRARY MATERIALS
	70806	31100	55	06-101-314	20.00	LIBRARY MATERIALS
	Check Date 6/20/2007 Check Nbr 012962 Check Total:					79.88
04043 DAVID DALL	06192007	31100	55	06-101-205	250.20	PROGRAM
	Check Date 6/20/2007 Check Nbr 012963 Check Total:					250.20

Date: Wednesday, June 20, 2007
Time: 11:10AM
User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 4 of 7
Report: 03630Alt.rpt
Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
04195 DEMCO INC	2849710	31100	55	06-101-300	11.45	DEPARTMENT SUPPLIES
	Check Date	6/20/2007	Check Nbr	012964	Check Total:	11.45
05050 EBSCO SUBSCRIPTION SERVICES	S-90594	31100	55	06-101-314	5.24	LIBRARY MATERIALS
	EP 6490	31100	55	06-101-314	11,653.68	SUBSCRIPTION RENEWAL
	Check Date	6/20/2007	Check Nbr	012965	Check Total:	11,658.92
06501 FOX RIVER NEWS DISTRIBUTORS	06192007	31100	55	06-101-314	219.70	SUBSCRIPTION RENEWAL
	Check Date	6/20/2007	Check Nbr	012966	Check Total:	219.70
07075 GANNETT NEWSPAPERS	06192007	31100	55	06-101-314	200.20	SUBSCRIPTION RENEWAL
	Check Date	6/20/2007	Check Nbr	012967	Check Total:	200.20
08395 HIGHSMITH COMPANY INC	9973234-001	31100	55	06-101-300	67.33	DEPARTMENT SUPPLIES
	Check Date	6/20/2007	Check Nbr	012968	Check Total:	67.33
09135 INGRAM LIBRARY SERVICES	18927415	31100	55	06-101-314	81.91	LIBRARY MATERIALS
	19074940	31100	55	06-101-314	112.42	LIBRARY MATERIALS
	19190603	31100	55	06-101-314	98.52	LIBRARY MATERIALS
	19258666	31100	55	06-101-314	102.11	LIBRARY MATERIALS
	Check Date	6/20/2007	Check Nbr	012969	Check Total:	394.96
11143 KIPP BROTHERS SHOWROOM	830222	31100	55	06-101-316	34.75	PROGRAM SUPPLIES
	Check Date	6/20/2007	Check Nbr	012970	Check Total:	34.75
11155 KITZ & PFEIL INC	0507140035	31100	55	06-101-313	18.50	HOUSEKEEPING SUPPLIES
	Check Date	6/20/2007	Check Nbr	012971	Check Total:	18.50
12064 BARBARA LAFONTAINE	06192007	31100	55	06-101-331	8.73	MILEAGE REIMBURSEMENT
	Check Date	6/20/2007	Check Nbr	012972	Check Total:	8.73

Date: Wednesday, June 20, 2007
Time: 11:10AM
User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 5 of 7
Report: 03630Alt.rpt
Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
12510 MARGE LOCH-WOUTERS	06192007	31100	55	06-101-316	30.00	PROGRAM SUPPLIES
	06182007	31100	55	06-101-316	25.90	PROGRAM SUPPLIES
	Check Date 6/20/2007	Check Nbr	012973	Check Total:	55.90	
13140 MATAS MUSIC STUDIO	4121	31100	55	06-101-243	89.00	PIANO TUNING
	Check Date 6/20/2007	Check Nbr	012974	Check Total:	89.00	
13152 GREG MATYSIK	06182007	31100	55	06-101-205	250.00	PROGRAM
	Check Date 6/20/2007	Check Nbr	012975	Check Total:	250.00	
13266 JEFF MCMULLEN	06172007	31100	55	06-101-205	275.00	PROGRAM
	Check Date 6/20/2007	Check Nbr	012976	Check Total:	275.00	
13553 MICROMARKETING LLC	197936	31100	55	06-101-314	20.70	LIBRARY MATERIALS
	Check Date 6/20/2007	Check Nbr	012977	Check Total:	20.70	
13610 MIDWEST TAPE	1412836	31100	55	06-101-314	36.98	LIBRARY MATERIALS
	1416856	31100	55	06-101-314	12.99	LIBRARY MATERIALS
	1424210	31100	55	06-101-314	29.98	LIBRARY MATERIALS
	1427660	31100	55	06-101-314	138.92	LIBRARY MATERIALS
	Check Date 6/20/2007	Check Nbr	012978	Check Total:	218.87	
13710 MISTER ANDERSON'S COMPANY	104704	31100	55	06-101-314	394.58	LIBRARY MATERIALS
	Check Date 6/20/2007	Check Nbr	012979	Check Total:	394.58	
17050 QUALITY BOOKS INC	109114	31100	55	06-101-314	42.85	LIBRARY MATERIALS
	109115	31100	55	06-101-314	15.80	LIBRARY MATERIALS
	Check Date 6/20/2007	Check Nbr	012980	Check Total:	58.65	

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18094 RANDOM HOUSE INC	1083068651	31100	55	06-101-314	64.00	LIBRARY MATERIALS
	1083096587	31100	55	06-101-314	12.00	LIBRARY MATERIALS
	1083097387	31100	55	06-101-314	24.00	LIBRARY MATERIALS
	1083100415	31100	55	06-101-314	22.46	LIBRARY MATERIALS
	1083100416	31100	55	06-101-314	36.00	LIBRARY MATERIALS
	1083139620	31100	55	06-101-314	351.20	LIBRARY MATERIALS
	1083139621	31100	55	06-101-314	64.00	LIBRARY MATERIALS
	1083165753	31100	55	06-101-314	84.00	LIBRARY MATERIALS
	1083165754	31100	55	06-101-314	64.00	LIBRARY MATERIALS
	1083188231	31100	55	06-101-314	160.00	LIBRARY MATERIALS
Check Date 6/20/2007 Check Nbr 012981 Check Total:					881.66	
19019 TASHA SAECKER	06192007	31100	55	06-101-331	254.14	MILEAGE REIMBURSEMENT
	Check Date 6/20/2007 Check Nbr 012982 Check Total:					254.14
19140 SCHARPF'S OFFICE PRODUCTS INC	374104	31100	55	06-101-310	39.57	OFFICE SUPPLIES
	Check Date 6/20/2007 Check Nbr 012983 Check Total:					39.57
19290 KRIS SEEFELDT	06192007	31100	55	06-101-331	20.71	MILEAGE REIMBURSEMENT
	Check Date 6/20/2007 Check Nbr 012984 Check Total:					20.71
20191 THOMSON GALE	RM843115	31100	55	06-101-314	-6.79	CREDIT
	RM830427	31100	55	06-101-314	-61.90	CREDIT
	15139573	31100	55	06-101-314	25.56	LIBRARY MATERIALS
	15143217	31100	55	06-101-314	25.56	LIBRARY MATERIALS
	15159022	31100	55	06-101-314	24.76	LIBRARY MATERIALS
	15161910	31100	55	06-101-314	38.93	LIBRARY MATERIALS
	15165394	31100	55	06-101-314	27.16	LIBRARY MATERIAL
	Check Date 6/20/2007 Check Nbr 012985 Check Total:					73.28

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21054 UNIQUE MANAGEMENT SERVICES INC	164135	31100	46	04-171-000	304.30	COLLECTION AGENCY FEE
Check Date	6/20/2007	Check Nbr	012986	Check Total:	304.30	
23146 VASILIA GANIARIS WEES	06192007	31100	55	06-101-292	100.00	WEBSITE MODULE
Check Date	6/20/2007	Check Nbr	012987	Check Total:	100.00	
23229 JULIE WING	06192007	31100	55	06-101-316	19.40	PROGRAM SUPPLIES
	06182007	31100	55	06-101-331	7.76	MILEAGE REIMBURSEMENT
Check Date	6/20/2007	Check Nbr	012988	Check Total:	27.16	
23293 WINNEFOX LIBRARY SYSTEM	2645	31100	55	06-101-314	27.25	LIBRARY MATERIALS
Check Date	6/20/2007	Check Nbr	012989	Check Total:	27.25	
23479 JOSEPH WISE	06192007	31100	55	06-101-205	250.00	PROGRAM
Check Date	6/20/2007	Check Nbr	012990	Check Total:	250.00	
Grand Total:					26,316.58	

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01370 ALL AMERICAN	13050	31100	55	07-203-300	-6.99	CREDIT
	13525	31100	55	07-202-300	84.99	CHLORINE FOR FOUNTAINS
	13505	31100	55	07-202-300	6.99	CHEMICAL FOR POOL
	Check Date	6/21/2007	Check Nbr	012991	Check Total:	84.99
01675 AMT		31100	21	04-299-022	150.00	
	Check Date	6/21/2007	Check Nbr	012992	Check Total:	150.00
01755 APPLETON RADIATOR INC	6609	31731	54	10-149-294	2,049.86	CLEAN AND TEST RADIATOR
	Check Date	6/21/2007	Check Nbr	012993	Check Total:	2,049.86
19120 AT&T	920R09453006	31100	51	10-115-221	69.90	MONTHLY CHARGES
	920R09453006	31201	54	10-301-221	185.10	MONTHLY CHARGES
	Check Date	6/21/2007	Check Nbr	013046	Check Total:	255.00
02040 BADGER HIGHWAYS CO INC	135764	31100	54	10-122-300	1,871.73	HOTMIX ASPHALT
	135779	31100	54	10-122-300	20.00	TACK COAT
	135814	31100	54	10-122-300	616.05	HOTMIX ASPHALT
	Check Date	6/21/2007	Check Nbr	012994	Check Total:	2,507.78
02335 BECK ELECTRIC INC	D169	31100	52	05-201-240	67.50	CHECK RADIO EMERGENCY POWER
	D164	31100	51	10-115-240	200.47	CITY HALL OFFICE LIGHTS
	D163	31100	54	10-131-240	74.55	CEILING FAN/SIGN SHOP
	D126	31731	54	10-149-240	296.86	INSTALL MOTION LIGHT
	D31	31100	54	10-131-216	161.80	GROUND ROD/SCHOOL CROSSING
	D173	31100	55	07-202-240	72.50	POWER TO SMITH PAVILION
	D176	31100	55	07-203-240	135.00	POOL CONCESSION OUTLETS
	Check Date	6/21/2007	Check Nbr	012995	Check Total:	1,008.68

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02410 BERGSTROM NEENAH-MENASHA FORD	95936	31731	54	10-149-383	99.44	HOSE ASSEMBLY
	Check Date 6/21/2007	Check Nbr	012996		Check Total: 99.44	
02627 BOMSKI CONSTRUCTION &	061307	31278	53	09-116-701	3,405.00	LPR PROGRAM
	061307	31263	56	03-207-701	2,920.00	LPR PROGRAM
	Check Date 6/21/2007	Check Nbr	012997		Check Total: 6,325.00	
02796 BUBRICK'S	36719	31100	52	08-101-310	108.56	OFFICE SUPPLIES
	Check Date 6/21/2007	Check Nbr	012998		Check Total: 108.56	
03544 COLLEGIATE PACIFIC	0484348-IN	31100	55	07-202-243	661.19	TENNIS POST/NETS/SMITH/CLOVIS
	Check Date 6/21/2007	Check Nbr	012999		Check Total: 661.19	
03741 CRANE ENGINEERING SALES INC	185453-00	31100	55	07-203-204	550.39	FIX DIAPHRAM/POOL FILTER SYS
	Check Date 6/21/2007	Check Nbr	013000		Check Total: 550.39	
06055 FALCON ASSOCIATES INC	2482	31100	51	02-105-293	60.00	JOB POSTING/PUBLIC HLTH NURSE
	Check Date 6/21/2007	Check Nbr	013001		Check Total: 60.00	
06075 FASTENAL COMPANY	WINEE23101	31100	55	07-203-240	34.06	POOL REPAIRS
	Check Date 6/21/2007	Check Nbr	013002		Check Total: 34.06	
06115 FERRELLGAS	1016117988	31731	54	10-149-300	86.00	LIQUEFIED PETROLUUM GAS
	Check Date 6/21/2007	Check Nbr	013003		Check Total: 86.00	
06355 FONDY AUTO ELECTRIC	A97838	31731	54	10-149-383	93.81	ALTERNATOR/PULLEY
	Check Date 6/21/2007	Check Nbr	013004		Check Total: 93.81	

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07345 GRAINGER INC	9373279935	31100	55	07-202-240	1,551.10	PUMP/FOUNTAIN TAYCO/MAIN
	Check Date 6/21/2007	Check Nbr	013005		Check Total:	1,551.10
08415 HIRSCHY INC	19796	31100	51	04-101-202	170.00	SANDWICH BUFFET
		31100	51	04-101-202	-170.00	VOID CHECK 7339/OVER YEAR OLD
	Check Date 6/21/2007	Check Nbr	013006		Check Total:	0.00
08562 CHARLES HUSKE	061407	31201	46	04-151-000	50.00	DUPLICATE A/R PAYMENT
	061407	31100	48	04-598-000	0.94	DUPLICATE A/R PAYMENT
	Check Date 6/21/2007	Check Nbr	013007		Check Total:	50.94
10225 JOE'S POWER CENTER	58572	31100	55	07-202-300	52.95	LINE FOR TRIMMERS
	Check Date 6/21/2007	Check Nbr	013008		Check Total:	52.95
10335 JX ENTERPRISES INC	D271450054	31731	54	10-149-383	4.88	STOCK
	Check Date 6/21/2007	Check Nbr	013009		Check Total:	4.88
11030 KAEMPFER & ASSOCIATES INC	13097	31201	54	10-301-212	1,515.28	IND DISCHARGER REG PROGRAM
	13098	31201	54	10-301-212	1,050.16	IND DISCHARGER REG PROG
	13099	31201	54	10-301-212	1,247.58	WW COLLECTION SYS REHAB
	13100	31201	54	10-301-212	133.74	WW COLLECTION SYS REHAB
	13101	31201	54	10-301-212	172.10	WW COLLECTION SYS REHAB
	13102	31201	54	10-301-212	6,622.97	WW COLLECTION SYS REHAB
	13103	31201	54	10-301-212	1,178.30	WW COLLECTION SYS REHAB
	Check Date 6/21/2007	Check Nbr	013010		Check Total:	11,920.13
11105 ADOLPH KIEFER & ASSOCIATES	001088070	31100	55	07-203-310	105.48	GUARD UMBRELLAS
	Check Date 6/21/2007	Check Nbr	013011		Check Total:	105.48

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11205 KOBUSSEN BUSES LTD	0017508	31100	21	04-269-000	146.00	BUS TRIP TO TWO RIVERS
	Check Date	6/21/2007	Check Nbr	013012	Check Total:	146.00
11235 KONE INC	17335410	31100	51	10-115-240	-695.63	ELEVATOR
	17332797	31100	51	10-115-201	206.61	MAINTENANCE 2-01-07 TO 4-30-07
	Check Date	6/21/2007	Check Nbr	013013	Check Total:	-489.02
12250 LAWSON PRODUCTS INC	5663223	31731	54	10-149-300	185.50	STOCK SUPPLIES
	Check Date	6/21/2007	Check Nbr	013014	Check Total:	185.50
12310 LEE ENGINEERING SALES CO	6587	31201	54	10-301-315	148.64	COMPUTER FLO-TOTE CONN CABLE
	Check Date	6/21/2007	Check Nbr	013015	Check Total:	148.64
13045 MANDERFIELD BAKERY	266821	31100	53	09-212-300	44.50	VOLUNTEER RECOGNITION
	266862	31827	53	09-212-300	60.75	JUNE FLAG PARTY
	Check Date	6/21/2007	Check Nbr	013016	Check Total:	105.25
13095 MARSHALL & ILSLEY TRUST CO		31100	21	04-415-000	132.38	
		31100	21	04-417-000	96.15	
		31100	21	04-415-000	1,555.97	
		31100	21	04-417-000	76.93	
		31100	21	04-619-003	37.50	
		31100	21	04-619-003	165.00	
	Check Date	6/21/2007	Check Nbr	013017	Check Total:	2,063.93
13120 MARTENSON & EISELE INC	41556	31100	54	10-134-212	2,361.25	STORM WATER UTILITY
	Check Date	6/21/2007	Check Nbr	013018	Check Total:	2,361.25
13149 MATTHEWS COMMERCIAL TIRE CTR	020593	31731	54	10-149-382	54.49	STOCK
	Check Date	6/21/2007	Check Nbr	013019	Check Total:	54.49

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13180 MC CLONE INSURANCE GROUP	75538	31100	52	08-101-214	20.00	NOTARY BOND RENEW/PERSCHBACHER
Check Date	6/21/2007	Check Nbr	013020	Check Total:	20.00	
13335 MEMORIAL FLORISTS INC	060707	31827	53	09-212-300	67.75	PLANTS FOR SPRING BANQUET
	053107	31100	55	07-202-300	4,923.66	ANNUALS/PLANTS
	053107	31207	55	07-205-300	1,200.00	ANNUALS/PLANTS
Check Date	6/21/2007	Check Nbr	013021	Check Total:	6,191.41	
13360 MENASHA ELECTRIC & WATER UTILI	060507	31100	12	04-399-000	1,089.47	FIRE
	060507	31100	12	04-399-000	166.84	FIRE
	060507	31100	12	04-399-000	5.69	TRAFFIC LIGHTS
	060507	31100	52	08-101-223	1,504.50	POLICE
	060507	31100	52	08-101-225	230.39	POLICE
	060507	31100	54	10-131-223	225.13	TRAFFIC LIGHTS/PLANK/LONDON
	060507	31100	54	10-131-225	20.35	TRAFFIC LIGHTS
	060507	31731	54	10-149-223	936.78	PWF
	060507	31731	54	10-149-225	367.57	PWF
	060507	31201	54	10-301-223	45.36	DEPERE/12TH
	060507	31266	54	10-308-223	8.48	RECYCLING
	060507	31100	55	06-101-223	3,295.35	LIBRARY
	060507	31100	55	06-101-225	485.84	LIBRARY
	060507	31100	55	07-202-223	1,685.10	PARKS
	060507	31100	55	07-202-225	101.49	PARKS
	060507	31100	55	07-203-223	162.80	SWIM POOL
	060507	31100	55	07-203-225	390.92	SWIM POOL
	060507	31207	55	07-205-225	263.54	
	060507	31100	55	10-215-223	191.11	LIFT BRIDGES
	052507	31207	55	07-205-223	263.54	MARINA
	052407	31100	55	07-202-223	101.49	CLOVIS AVE PARK
Check Date	6/21/2007	Check Nbr	013022	Check Total:	11,541.74	

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13370 MENASHA EMPLOYEES CREDIT UNION		31100	21	04-299-020	1,960.00	
		31100	21	04-299-020	19,402.00	
Check Date	6/21/2007	Check Nbr	013023		Check Total:	21,362.00
13375 MENASHA EMPLOYEES LOCAL 1035		31100	21	04-299-031	256.00	
					256.00	
Check Date	6/21/2007	Check Nbr	013024		Check Total:	256.00
13377 MENASHA EMPLOYEES LOCAL 1035B		31100	21	04-299-032	221.76	
					221.76	
Check Date	6/21/2007	Check Nbr	013025		Check Total:	221.76
13400 MENASHA JOINT SCHOOL DISTRICT	061507	31100	41	04-103-000	5,967.68	JUNE MOBILE HOME TAX
					5,967.68	
Check Date	6/21/2007	Check Nbr	013026		Check Total:	5,967.68
13420 MENASHA PARK & RECREATION	061807	31100	55	07-201-300	48.26	REIMBURSE PETTY CASH SUPPLIES
					48.26	
Check Date	6/21/2007	Check Nbr	013027		Check Total:	48.26
13435 MENASHA POSTMASTER	061907	31100	53	09-212-311	58.00	AUGUST NEWSLETTER
					58.00	
Check Date	6/21/2007	Check Nbr	013028		Check Total:	58.00
13755 MORTON SAFETY	180810	31731	54	10-149-300	23.20	EAR PLUGS
					23.20	
Check Date	6/21/2007	Check Nbr	013029		Check Total:	23.20
14010 N&M AUTO SUPPLY	173685	31731	54	10-149-383	19.20	OIL SEAL
	173830	31731	54	10-149-383	5.42	TRANS SL
	173921	31731	54	10-149-383	7.16	PLUG/FUEL FILTER
	174030	31731	54	10-149-383	24.75	SWITCH/HORN
					56.53	
Check Date	6/21/2007	Check Nbr	013030		Check Total:	56.53
14193 NEENAH NODAWAY YACHT CLUB	062007	31100	22	04-101-000	51.50	CANCELLATION PARK RESERVATION
					51.50	
Check Date	6/21/2007	Check Nbr	013031		Check Total:	51.50

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14205 CITY OF NEENAH TREASURER	30490	31100	54	03-205-250	5,200.00	DIAL-A-RIDE
Check Date	6/21/2007	Check Nbr	013032	Check Total:	5,200.00	
14215 NEENAH-MENASHA MUNICIPAL COURT	061307	31100	21	04-229-000	394.80	BOND
	061307	31100	21	04-229-000	113.00	BOND
	061307	31100	21	04-229-000	238.00	BOND
	061307	31100	21	04-229-000	92.00	BOND
	061307	31100	21	04-229-000	308.00	BOND
	061307	31100	21	04-229-000	154.00	BOND
	061307	31100	21	04-229-000	119.00	BOND
	061307	31100	21	04-229-000	182.00	BOND
	061307	31100	21	04-229-000	182.00	BOND
	061307	31100	21	04-229-000	93.80	BOND
	061307	31100	21	04-229-000	182.00	BOND
	061307	31100	21	04-229-000	308.00	BOND
	061307	31100	21	04-229-000	609.00	BOND
	061307	31100	21	04-229-000	182.00	BOND
	061307	31100	21	04-229-000	182.00	BOND
Check Date	6/21/2007	Check Nbr	013034	Check Total:	3,339.60	
14290 NEUMAN POOLS INC	0029699-IN	31100	55	07-203-240	307.65	SENSOR CABLE
Check Date	6/21/2007	Check Nbr	013035	Check Total:	307.65	
15080 OFFICEMAX CONTRACT INC	651910	31100	53	09-102-310	51.95	OFFICE SUPPLIES
Check Date	6/21/2007	Check Nbr	013036	Check Total:	51.95	
15090 OGDEN PLUMBING & HEATING INC	51925	31100	53	09-212-240	439.30	CLEAN SEWER/SENIOR CENTER
Check Date	6/21/2007	Check Nbr	013037	Check Total:	439.30	
15280 OUTAGAMIE COUNTY CLERK OF COUR	061407	31100	21	04-229-000	600.00	BOND
Check Date	6/21/2007	Check Nbr	013039	Check Total:	600.00	

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16025 PACKER CITY INTERNATIONAL	3271430063	31731	54	10-149-383	10.81	AIR FILT
	3271450060	31731	54	10-149-383	74.96	ADJUSTER
	3271450053	31731	54	10-149-383	130.04	AIR FILT/LUBEFILT
Check Date	6/21/2007	Check Nbr	013040	Check Total:	215.81	
16190 PEPSIAMERICAS	7220314914	31100	55	07-203-317	642.00	CONSESSION SODA
	Check Date	6/21/2007	Check Nbr	013041	Check Total:	642.00
16300 PIGGLY WIGGLY #24	060507	31100	53	09-212-300	64.12	VOLUNTEER RECOGNITION PARTY
	061207	31827	53	09-212-300	36.28	JUNE PARTY
	Check Date	6/21/2007	Check Nbr	013042	Check Total:	100.40
18200 REINDERS INC	836465-00	31100	55	07-202-300	577.00	REPAIR END OF MILL ST
	1157721-00	31731	54	10-149-383	24.25	V-BELT FAN
	Check Date	6/21/2007	Check Nbr	013043	Check Total:	601.25
18421 ROCKHURST UNIVERSITY	681590037-001	31100	51	02-118-337	174.00	OSHA COMPLIANCE/PEGGY MURPHY
	Check Date	6/21/2007	Check Nbr	013044	Check Total:	174.00
19035 SAFETY KLEEN SYSTEMS INC	M004184743	31266	54	10-307-216	200.00	ABSORBANTS PICKED UP
	Check Date	6/21/2007	Check Nbr	013045	Check Total:	200.00
19150 SCHENCK BUSINESS SOLUTIONS	198977	31100	51	04-109-214	630.52	PROFESSIONAL SERVICES
	Check Date	6/21/2007	Check Nbr	013047	Check Total:	630.52
19380 SHOPKO STORES INC	51377	31100	52	08-103-300	29.72	WATER/SODA
	Check Date	6/21/2007	Check Nbr	013048	Check Total:	29.72
19400 SILTON SEIFERT CARLSON GAMBLE	099625	31100	56	03-202-212	525.00	PROFESSIONAL SERVICES
	Check Date	6/21/2007	Check Nbr	013049	Check Total:	525.00

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19650 STATE CHEMICAL MFG CO	93425266	31100	13	04-106-000	167.06	TRADEWINDS MORNING FRESH
	93425266	31100	51	10-115-300	74.10	INTERLOK TAPE FASTENER
	Check Date	6/21/2007	Check Nbr	013050	Check Total:	241.16
21045 UNIFIRST CORPORATION	0970014367	31731	54	10-149-201	75.26	MAT/MOP/CLOTHING SERVICE
	Check Date	6/21/2007	Check Nbr	013051	Check Total:	75.26
21095 UNITED WAY FOX CITIES		31100	21	04-299-021	99.50	
	Check Date	6/21/2007	Check Nbr	013052	Check Total:	99.50
21226 US OIL CO INC	548246	31100	13	04-103-000	18,741.75	NO LEAD GAS
	548016	31100	13	04-101-000	-299.90	CONTRACT PREPAY
	548015	31100	13	04-101-000	-500.10	CONTRACT PREPAY
	Check Date	6/21/2007	Check Nbr	013053	Check Total:	17,941.75
21280 USCM PAYROLL PROCESSING		31100	21	04-419-000	1,072.50	
		31100	21	04-419-000	8,603.28	
	Check Date	6/21/2007	Check Nbr	013054	Check Total:	9,675.78
22120 VALLEY POPCORN CO INC	71375	31100	55	07-203-317	206.50	POPCORN SUPPLIES
	Check Date	6/21/2007	Check Nbr	013055	Check Total:	206.50
22212 JANET VAN LANKVELT	060707	31100	21	04-279-000	201.03	QUILTING SUPPLIES
	Check Date	6/21/2007	Check Nbr	013056	Check Total:	201.03
15190 VEOLIA ENVIRONMENTAL SERVICES	B4163398	31100	12	04-399-000	71.07	BROAD ST PARKING LOT
	Check Date	6/21/2007	Check Nbr	013038	Check Total:	71.07

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23152 WE ENERGIES	060607	31100	53	09-102-224	26.86	226 MAIN ST
	060407	31100	55	07-202-223	34.29	CONSERVANCY
Check Date	6/21/2007	Check Nbr	013057	Check Total:	61.15	
23160 WERNER ELECTRIC SUPPLY CO	S2164834.001	31100	13	04-106-000	227.52	LIGHTS
	Check Date	6/21/2007	Check Nbr	013058	Check Total:	227.52
23250 WINNEBAGO COUNTY CLERK OF COUR	061407	31100	21	04-229-000	285.00	BOND
	061407	31100	21	04-229-000	250.00	BOND
	061407	31100	21	04-229-000	250.00	BOND
	061407	31100	21	04-229-000	1,035.00	BOND
Check Date	6/21/2007	Check Nbr	013059	Check Total:	1,820.00	
23275 WINNEBAGO COUNTY TREASURER	100383	31100	52	08-602-250	132.00	JAIL DIVISION
	Check Date	6/21/2007	Check Nbr	013060	Check Total:	132.00
23378 WISCONSIN DEPARTMENT OF NATURL	471175320	31100	54	10-134-250	3,000.00	STORMWATER FEES
	471020660	31100	54	10-304-250	572.00	WASTE PROGRAM LICENSE FEES
Check Date	6/21/2007	Check Nbr	013061	Check Total:	3,572.00	
23445 WISCONSIN SECRETARY OF STATE	061407	31100	52	08-101-320	20.00	NOTARY BOND/DENNIS PERSCHBACHR
	Check Date	6/21/2007	Check Nbr	013062	Check Total:	20.00
23455 WISCONSIN SUPPORT COLLECTIONS		31100	21	04-299-015	436.31	
		31100	21	04-299-016	138.40	
		31100	21	04-299-015	894.60	
Check Date	6/21/2007	Check Nbr	013063	Check Total:	1,469.31	

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23565 WRIGHT INDUSTRIAL INC	0576354-IN	31100	13	04-106-000	345.46	CLEANING SUPPLIES
Check Date	6/21/2007	Check Nbr	013064	Check Total:	345.46	
Grand Total:					127,351.05	

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01041 ANNE MARIE ABDEHOLDEN	062007	31827	53	09-212-205	50.00	JULY ENTERTAINMENT
	Check Date	6/28/2007	Check Nbr	013065	Check Total:	50.00
01053 ACCENT BUSINESS SOLUTIONS INC	204111	31100	51	10-115-241	430.68	BILLABLE COPIES
	Check Date	6/28/2007	Check Nbr	013066	Check Total:	430.68
01075 ACCURATE SUSPENSION WAREHOUSE	7009792	31731	54	10-149-383	177.77	ASSEMBLY OF EYE LEAF
	7009839	31731	54	10-149-300	183.44	SHOP SUPPLIES
	Check Date	6/28/2007	Check Nbr	013067	Check Total:	361.21
01210 AFFINITY OCCUPATIONAL HEALTH	206471	31100	51	02-105-215	296.50	PRE-PLACEMENT EXAMS
	Check Date	6/28/2007	Check Nbr	013068	Check Total:	296.50
01315 AIRGAS NORTH CENTRAL	105671434	31731	54	10-149-242	53.01	ACETYLENE/ARGON/OXYGEN CYL
	105685094	31731	54	10-149-300	113.36	
	105671433	31100	55	07-202-242	26.04	ACETYLENE/ARGON/OXYGEN CYL
	105655515	31100	55	07-202-242	125.98	LEASE ACETYLENE CYL
	Check Date	6/28/2007	Check Nbr	013069	Check Total:	318.39
01632 AMERICAN SNIPER ASSOCIATION	062507	31100	52	08-101-320	20.00	BRETT HALDERSON
	Check Date	6/28/2007	Check Nbr	013070	Check Total:	20.00
01842 ASSOCIATED APPRAISAL	5111	31100	51	04-107-219	4,708.33	SERVICES MAY 2007
	5111	31100	51	04-107-310	17.41	POSTAGE/SUPPLIES/FAX/ETC
	Check Date	6/28/2007	Check Nbr	013071	Check Total:	4,725.74
01920 AVASTONE TECHNOLOGIES LLC	53222-A	31100	51	04-107-214	531.25	ASSESSOR/MARKET DRIVE WORK
	Check Date	6/28/2007	Check Nbr	013072	Check Total:	531.25

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02040 BADGER HIGHWAYS CO INC	135880	31482	54	10-124-821	4,936.32	HOTMIX ASPHALT
	135840	31100	54	10-121-300	240.00	TACK COAT
	135940	31100	54	10-122-300	38.85	HOTMIX ASPHALT
Check Date	6/28/2007	Check Nbr	013073	Check Total:	5,215.17	
02050 BADGER LAB & ENGINEERING INC	INV000030251	31201	54	10-301-212	897.00	SUN CHEMICAL SAMPLING
	INV000030252	31201	54	10-301-212	897.00	MONDI PACKAGING SAMPLING
	INV000030255	31201	54	10-301-212	752.00	GUNDERSON CLEANERS SAMPLING
	INV0000302530	31201	54	10-301-212	752.00	GRAPHICS PACKAGING SAMPLING
	INV000030250	31201	54	10-301-212	752.00	WHITING SAMPLING
	INV000030254	31201	54	10-301-212	897.00	DURA-FIBRE SAMPLING
	INV000030256	31201	54	10-301-212	752.00	ALCAN PACKAGING SAMPLING
Check Date	6/28/2007	Check Nbr	013074	Check Total:	5,699.00	
02260 BAYCOM INC	169372	31100	52	08-101-295	107.75	REPAIR BACK LIGHTS
	162659	31100	52	08-101-295	85.00	REMOVE AND REPLACE OLD DOCK
Check Date	6/28/2007	Check Nbr	013075	Check Total:	192.75	
02335 BECK ELECTRIC INC	D172	31207	55	07-205-240	469.76	MARINA JUNCTION BOX REPAIRS
	D184	31201	54	10-301-212	559.82	LIFT STATION MOTOR REPAIR
Check Date	6/28/2007	Check Nbr	013076	Check Total:	1,029.58	
02410 BERGSTROM NEENAH-MENASHA FORD	96076	31731	54	10-149-383	45.13	SWITCH
Check Date	6/28/2007	Check Nbr	013077	Check Total:	45.13	
02717 JEFFREY BRANDT	062507	31100	51	02-103-331	13.58	MEALS/MILEAGE
	062507	31100	51	02-103-336	56.26	MEALS/MILEAGE
	062507	31100	51	02-103-338	39.14	MEALS/MILEAGE
	062507	31100	51	02-105-331	87.30	MEALS/MILEAGE
	062507	31100	51	02-105-333	10.00	MEALS/MILEAGE
Check Date	6/28/2007	Check Nbr	013079	Check Total:	206.28	

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02760 BROOKS TRACTOR	D81685	31731	54	10-149-383	376.11	WATER PUMP/SHEAVE/GASKET
	Check Date	6/28/2007	Check Nbr	013080	Check Total:	376.11
03553 COMBINED SYSTEMS INC	20226	31100	52	08-101-337	300.00	TRAINING/LETHAL MUNITIONS
	Check Date	6/28/2007	Check Nbr	013081	Check Total:	300.00
03842 CULLIGAN WATERCARE SERVICES	010944	31100	51	10-115-201	17.85	COOLER RENTAL JUNE
	010944	31731	54	10-149-313	5.95	COOLER RENTAL JUNE
	Check Date	6/28/2007	Check Nbr	013082	Check Total:	23.80
03850 CW ELECTRICAL SOLUTIONS &	062507	31261	56	03-207-701	2,440.00	CDBG REHAB
	Check Date	6/28/2007	Check Nbr	013083	Check Total:	2,440.00
04275 DIGICORPORATION	49699	31100	13	04-113-000	-136.05	ENVELOPES/LETTERHEAD
	49699	31100	52	08-101-291	150.75	ENVELOPES/LETTERHEAD
	49699	31100	53	09-212-291	152.30	ENVELOPES/LETTERHEAD
	Check Date	6/28/2007	Check Nbr	013084	Check Total:	167.00

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05100 ELAN CARDMEMBER SERVICE	061307	31100	51	02-103-338	15.00	LEAGUE OF WI MUNICIPALITY
	061307	31100	51	02-105-338	22.40	NAUT'S LANDING
	061307	31100	51	04-106-300	10.00	NEWONLINETRADE.COM
	061307	31100	51	04-106-338	33.64	NAUT'S LANDING
	061307	31100	51	04-109-214	125.00	REGISTRATION DOMAIN
	061307	31100	51	04-109-315	272.98	PRINTER FOR POOL
	061307	31100	51	04-109-315	12.99	LABEL FOR LABEL MAKER
	061307	31100	51	04-109-315	40.13	PHONE FOR 911 POWER LOSS
	061307	31100	51	10-115-201	72.00	WATER RIGHT
	061307	31100	51	10-115-310	69.99	PRINTER TONER
	061307	31100	51	10-115-313	26.86	MEMORIAL FLORIST
	061307	31100	52	08-101-313	26.85	MEMORIAL FLORIST
	061307	31100	52	08-101-315	22.34	INTERNAL CARD READER
	061307	31100	52	08-101-333	88.37	AMERICINN MOTOR/WEST BEND
	061307	31100	52	08-101-333	225.00	POINTE WATERFRONT/MINOCQUA
	061307	31100	52	08-101-333	296.65	KALAHARI/WIS DELLS
	061307	31100	52	08-101-337	200.00	WCASA
	061307	31100	52	08-101-338	8.11	SUBWAY
	061307	31100	52	08-101-338	10.86	QUIZNOS
	061307	31100	52	08-101-338	7.68	CULVER'S
	061307	31100	52	08-101-338	11.53	UNOS/LAKE DELTON
	061307	31100	52	08-101-338	6.52	COUSINS SUBS/WAUTOMA
	061307	31100	55	06-101-300	168.55	OFFICE ERGONOMIX
	061307	31100	55	06-101-300	566.74	VERSACART SYSTEMS
	061307	31100	55	06-101-300	22.50	ALA-GRAPH EDITIONS
	061307	31100	55	06-101-310	100.49	PRINTER TONER
	061307	31100	55	06-101-316	352.12	SCHOLASTIC BOOK FAIRS
	061307	31100	55	06-101-316	24.80	ORIENTAL TRADING
	061307	31100	55	06-101-333	50.92	NAUT'S LANDING
	061307	31100	55	07-201-337	40.00	TRAINING FEE
	061307	31100	55	07-203-310	672.22	GUARD SUITS
	061307	31100	55	07-203-313	186.20	CONSOLIDATED PLASTICS
	061307	31100	55	07-203-315	323.00	STORAGE UNIT

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	061307	31100	55	07-203-315	142.90	POOL SIGN
	061307	31100	56	03-202-214	19.95	ACCESS TO GOVERN SQL SERVER
Check Date	6/28/2007	Check Nbr	013085	Check Total:	4,275.29	
06115 FERRELLGAS	1016208647	31266	54	10-307-300	41.92	LIQUEFIED PETROLUUM GAS
	1016370815	31266	54	10-307-300	41.92	LIQUEFIED PETROLEUM GAS
Check Date	6/28/2007	Check Nbr	013086	Check Total:	83.84	
06565 FOX VALLEY HUMANE ASSOCIATION	061507	31100	53	08-115-250	1,236.83	22 ANIMALS HANDLED MAY 2007
Check Date	6/28/2007	Check Nbr	013087	Check Total:	1,236.83	
07275 GOPHER SPORT	7422180	31100	55	07-201-300	343.23	SUMMER REC SUPPLIES
Check Date	6/28/2007	Check Nbr	013088	Check Total:	343.23	
07400 GRAY'S INC	24006	31100	54	10-124-315	1,152.50	SCHMIDT BLADES
Check Date	6/28/2007	Check Nbr	013089	Check Total:	1,152.50	
07580 GUNDERSON UNIFORM & LINEN RENT	1206435	31100	51	10-115-201	14.29	MAT/MOP/BRUSH SERVICE
	1206435	31100	53	09-212-313	3.19	MAT/MOP/BRUSH SERVICE
	1206435	31100	55	07-202-313	3.19	MAT/MOP/BRUSH SERVICE
	1206434	31100	52	08-101-313	29.95	TOWEL/MAT SERVICE
Check Date	6/28/2007	Check Nbr	013090	Check Total:	50.62	
08190 HAWKINS WATER TREATMENT	1074035	31100	55	07-203-300	30.10	SODIUM HYPOCHLORITE SOLUTION
Check Date	6/28/2007	Check Nbr	013091	Check Total:	30.10	
08505 HORST DISTRIBUTING INC	391470	31100	55	07-202-300	116.85	ATHLETIC PAINT
Check Date	6/28/2007	Check Nbr	013092	Check Total:	116.85	

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08575 HVA PRODUCTS INC	0025919-IN	31100	52	05-201-240	687.00	VEHICLE EXHAUST SYSTEM PARTS
Check Date	6/28/2007	Check Nbr	013093	Check Total:	687.00	
09270 INTERNATIONAL TRANSLATORS	LC-2-14700	31100	53	09-102-215	10.00	SPANISH
	LC-2-14701	31100	53	09-102-215	35.00	SPANISH
Check Date	6/28/2007	Check Nbr	013094	Check Total:	45.00	
09290 INTERSTATE BATTERY OF GREEN BA	90037866	31731	54	10-149-383	139.90	STOCK
Check Date	6/28/2007	Check Nbr	013095	Check Total:	139.90	
11365 KUNDINGER FLUID POWER INC	P-48804-0	31731	54	10-149-383	215.58	GREASE FITTING
Check Date	6/28/2007	Check Nbr	013096	Check Total:	215.58	
12090 LAKELAND CHEMICAL SPECIALTIES	25865	31100	13	04-106-000	446.26	CHEMICAL TREATMENT
Check Date	6/28/2007	Check Nbr	013097	Check Total:	446.26	
12110 LAMERS BUS LINES INC	062207	31100	21	04-269-000	153.00	BUS TRIP TO LEDGEVIEW
Check Date	6/28/2007	Check Nbr	013098	Check Total:	153.00	
12130 LANDLORD SERVICES LLC	2151	31100	52	08-101-216	32.00	
Check Date	6/28/2007	Check Nbr	013099	Check Total:	32.00	
12205 LARSON ENGINEERING OF WI	0009029	31485	56	03-202-212	190.00	FOUNDATION INVESTIGATION
Check Date	6/28/2007	Check Nbr	013100	Check Total:	190.00	
12300 LEDGEVIEW NATURE CENTER	062207	31100	21	04-269-000	94.50	FEE FOR PROGRAM PRESENTATION
Check Date	6/28/2007	Check Nbr	013101	Check Total:	94.50	

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12375 LEVENHAGEN CORPORATION	61617	31207	55	07-205-381	4,314.96	MARINA GAS
	59572	31207	55	07-205-381	1,171.80	LEAD FREE GAS
	59577	31207	55	07-205-381	2,622.51	MARINA GAS
	61630	31207	55	07-205-381	2,975.54	LEAD FREE GAS
	61631	31207	55	07-205-381	3,927.06	MARINA GAS
Check Date	6/28/2007	Check Nbr	013102	Check Total:	15,011.87	
12450 LINCOLN CONTRACTORS SUPPLY INC	10364600	31731	54	10-149-383	81.94	MANIFOLD/MOUNT
	Check Date	6/28/2007	Check Nbr	013103	Check Total:	81.94
13295 LRI MEDICAL WASTE DISPOSAL	26569	31100	53	09-102-215	57.62	MEDICAL WASTE
	Check Date	6/28/2007	Check Nbr	013106	Check Total:	57.62
13095 MARSHALL & ILSLEY TRUST CO		31100	21	04-415-000	132.38	
		31100	21	04-417-000	96.15	
	Check Date	6/28/2007	Check Nbr	013104	Check Total:	228.53
13149 MATTHEWS COMMERCIAL TIRE CTR	020779	31731	54	10-149-382	1,267.49	TIRE REPAIRS
	Check Date	6/28/2007	Check Nbr	013105	Check Total:	1,267.49

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13360 MENASHA ELECTRIC & WATER UTILI	002742	31100	54	10-131-216	208.15	REIMBURSABLE ACCIDENT REPAIRS
	002742	31100	54	10-143-216	208.15	REIMBURSABLE ACCIDENT REPAIRS
	002742	31100	54	10-143-300	134.54	REIMBURSABLE ACCIDENT REPAIRS
	061807	31100	12	04-399-000	14.10	ONEIDA/MANITOWOC
	061807	31100	51	04-109-214	763.00	DARK FIBER CONNECTION
	061807	31100	51	10-115-223	1,563.26	TAYCO ST BRIDGE MUSEUM
	061807	31100	51	10-115-225	249.71	TAYCO ST BRIDGE MUSEUM
	061807	31100	53	09-102-214	112.50	HEALTH DEPT
	061807	31100	53	09-102-223	136.39	HEALTH DEPT
	061807	31100	53	09-102-225	36.37	HEALTH DEPT
	061807	31100	53	09-212-223	284.91	116 MAIN
	061807	31100	53	09-212-225	58.63	116 MAIN
	061807	31100	54	10-131-223	328.02	AHNAIP
	061807	31201	54	10-301-223	27.17	LIFT STATION/DEPERE/PARIS
	061807	31100	55	04-221-223	8.48	CURTIS REED SQUARE
	061807	31100	55	07-202-223	1,178.21	TAYCO/WATER
	061807	31100	55	07-202-225	1,260.47	PARKS
	061807	31207	55	07-205-223	1,027.78	MARINA
	061807	31207	55	07-205-225	16.54	MARINA
	061807	31100	55	10-215-223	44.25	LIFT BRIDGES
	061807	31100	55	10-215-225	16.80	LIFT BRIDGES
	061807	31456	56	03-501-223	59.81	222 MAIN
Check Date 6/28/2007 Check Nbr 013107 Check Total:					7,737.24	
13370 MENASHA EMPLOYEES CREDIT UNION		31100	21	04-299-020	1,960.00	
	Check Date 6/28/2007 Check Nbr 013108 Check Total:				1,960.00	
13375 MENASHA EMPLOYEES LOCAL 1035		31100	21	04-299-031	256.00	
	Check Date 6/28/2007 Check Nbr 013109 Check Total:				256.00	

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13425 CITY OF MENASHA POLICE DEPT	062507	31100	52	08-101-300	78.79	SUPPLIES
	062507	31100	52	08-101-311	32.80	POSTAGE
	062507	31100	52	08-101-333	42.39	MEETINGS
	Check Date	6/28/2007	Check Nbr	013110	Check Total:	153.98
13430 TOWN OF MENASHA POLICE DEPT	062607	31100	21	04-229-000	113.50	BOND
	062607	31100	21	04-229-000	139.00	BOND
	Check Date	6/28/2007	Check Nbr	013111	Check Total:	252.50
13550 MICHELS MATERIALS	181178	31485	56	03-202-822	8,397.56	STONE
	181179	31485	56	03-202-822	363.56	STONE
	Check Date	6/28/2007	Check Nbr	013112	Check Total:	8,761.12
13723 MODERN DAIRY INC	146742	31100	55	07-203-317	341.87	POOL CONCESSION PRODUCTS
	146944	31100	55	07-203-317	244.38	POOL CONCESSION PRODUCTS
	146619	31100	55	07-203-317	134.27	POOL CONCESSION PRODUCTS
	146784	31100	55	07-203-317	190.89	POOL CONCESSION PRODUCTS
	Check Date	6/28/2007	Check Nbr	013113	Check Total:	911.41
13755 MORTON SAFETY	181780	31100	55	07-202-315	17.39	RESPIRATOR 3M
	181783	31100	55	07-203-310	27.35	POOL FIRST AID SUPPLIES
	182317	31731	54	10-149-300	77.50	MAGNUM EYEWEAR
	166108	31731	54	10-149-215	68.65	BANDAGES/OINTMENT/ANTACID
	166109	31100	55	07-202-300	18.99	BANDAGES/ANTACID
	Check Date	6/28/2007	Check Nbr	013114	Check Total:	209.88
14193 NEENAH NODAWAY YACHT CLUB	062107	31100	22	04-101-000	61.50	PARK CANCELLATION REMAINDER
	Check Date	6/28/2007	Check Nbr	013115	Check Total:	61.50

Date: Thursday, June 28, 2007
Time: 08:41AM
User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
14205 CITY OF NEENAH TREASURER	070107	31100	52	05-201-250	222,210.00	FIRE RESCUE SERVICES
Check Date		6/28/2007	Check Nbr		013116	Check Total: 222,210.00
14215 NEENAH-MENASHA MUNICIPAL COURT	061307	31100	21	04-229-000	394.80	BOND
	061307	31100	21	04-229-000	113.00	BOND
	061307	31100	21	04-229-000	238.00	BOND
	061307	31100	21	04-229-000	92.00	BOND
	061307	31100	21	04-229-000	308.00	BOND
	061307	31100	21	04-229-000	154.00	BOND
	061307	31100	21	04-229-000	119.00	BOND
	061307	31100	21	04-229-000	182.00	BOND
	061307	31100	21	04-229-000	182.00	BOND
	061307	31100	21	04-229-000	93.80	BOND
	061307	31100	21	04-229-000	182.00	BOND
	061307	31100	21	04-229-000	308.00	BOND
	061307	31100	21	04-229-000	609.00	BOND
	061307	31100	21	04-229-000	182.00	BOND
	061307	31100	21	04-229-000	182.00	BOND
	062007	31100	21	04-229-000	176.00	BOND
	062007	31100	21	04-229-000	177.00	BOND
		31100	21	04-229-000	-63.00	CORRECT AMOUNT
	062607	31100	21	04-229-000	119.00	BOND
	062607	31100	21	04-229-000	182.00	BOND
	062607	31100	21	04-229-000	79.00	BOND
	062607	31100	21	04-229-000	119.00	BOND
	062607	31100	21	04-229-000	182.00	BOND
	062607	31100	21	04-229-000	308.00	BOND
	062607	31100	21	04-229-000	308.00	BOND
	062607	31100	21	04-229-000	401.80	BOND
	062607	31100	21	04-229-000	212.80	BOND
Check Date		6/28/2007	Check Nbr		013119	Check Total: 5,541.20

Date: Thursday, June 28, 2007
Time: 08:41AM
User: MGRIESBACH

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
14270 NETWORK HEALTH PLAN	00342913	31100	21	04-619-003	105,651.02	EMPLOYEES
	00342913	31100	21	04-650-000	8,520.26	RETIREEES/COBRA
Check Date	6/28/2007	Check Nbr	013120	Check Total:	114,171.28	
15080 OFFICEMAX CONTRACT INC	903453	31100	55	07-201-310	29.09	OFFICE SUPPLIES
	903453	31100	56	03-202-310	21.75	OFFICE SUPPLIES
Check Date	6/28/2007	Check Nbr	013121	Check Total:	50.84	
15090 OGDEN PLUMBING & HEATING INC	51986	31100	52	05-201-240	79.50	CROSS CONNECTION INSPECTION
Check Date	6/28/2007	Check Nbr	013122	Check Total:	79.50	
16025 PACKER CITY INTERNATIONAL	3271500012	31731	54	10-149-383	197.56	LINK
	3271500011	31731	54	10-149-383	149.92	ADJUSTER
	3271520099	31731	54	10-149-383	110.72	AIR FILT/BLADE/LUBEFILT/BELT
Check Date	6/28/2007	Check Nbr	013123	Check Total:	458.20	
16095 PARTS ASSOCIATES INC	PAI0646911	31731	54	10-149-300	-36.58	RETURN
	PAI0652959	31731	54	10-149-300	243.99	SCREWS/BRUSHES/TIES/LUGS
Check Date	6/28/2007	Check Nbr	013124	Check Total:	207.41	
16165 PEI	81499	31100	52	08-101-216	464.00	JV PEP BILLING
Check Date	6/28/2007	Check Nbr	013125	Check Total:	464.00	
16190 PEPSIAMERICAS	7220315611	31100	55	07-203-317	117.04	POOL CONCESSION PRODUCTS
Check Date	6/28/2007	Check Nbr	013126	Check Total:	117.04	
16300 PIGGLY WIGGLY #24	061907	31827	53	09-212-300	19.58	COFFEE
Check Date	6/28/2007	Check Nbr	013127	Check Total:	19.58	

Date: Thursday, June 28, 2007
Time: 08:41AM
User: MGRIESBACH

CITY OF MENASHA
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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
16812 THE PRESTWICK GROUP INC	616143	31100	55	07-203-315	95.61	CIGARETTE CONTAINER
Check Date	6/28/2007	Check Nbr	013128	Check Total:	95.61	
17040 QUALIFICATION TARGETS INC	20701212	31100	52	08-101-300	86.40	EARPLUGS/TARGET POSTERS
Check Date	6/28/2007	Check Nbr	013129	Check Total:	86.40	
18160 REDI-WELDING CO	13525	31731	54	10-149-300	71.00	SHEAR AND BEND METAL/PIPE
Check Date	6/28/2007	Check Nbr	013130	Check Total:	71.00	
18200 REINDERS INC	1158816-00	31731	54	10-149-383	24.25	V-BELT/FAN
	1158323-00	31731	54	10-149-383	122.02	FORK-PTO V-BELT
Check Date	6/28/2007	Check Nbr	013131	Check Total:	146.27	
18474 ROTO ROOTER &	062507	31263	56	03-207-701	570.00	CDBG REHAB PROGRAM
Check Date	6/28/2007	Check Nbr	013132	Check Total:	570.00	
19080 SAM'S CLUB	053107	31100	55	07-203-315	252.74	POOL OFFICE/BATHHOUSE EQPT
Check Date	6/28/2007	Check Nbr	013133	Check Total:	252.74	
19355 SHERWIN-WILLIAMS CO	2590-7	31100	55	07-203-240	161.89	PAINT FOR POOL
Check Date	6/28/2007	Check Nbr	013134	Check Total:	161.89	
	2609-5	31100	55	07-203-240	57.28	PAINT FOR POOL
Check Date	6/28/2007	Check Nbr	013135	Check Total:	57.28	
19370 DR TERESA SHOBERG	070107	31100	53	09-102-215	150.00	CITY PHYSICIAN
Check Date	6/28/2007	Check Nbr	013136	Check Total:	150.00	

Date: Thursday, June 28, 2007
Time: 08:41AM
User: MGRIESBACH

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
19380 SHOPKO STORES INC	51392	31100	52	08-103-300	59.94	WIRELESS THERM
	51372	31100	55	07-203-310	38.25	POOL OFFICE SUPPLIES
	Check Date	6/28/2007	Check Nbr	013137	Check Total:	98.19
19475 SPIELBAUER FIREWORKS CO INC	062607	31100	55	04-221-216	22,200.00	FIREWORKS
	Check Date	6/28/2007	Check Nbr	013138	Check Total:	22,200.00
19585 SPORTS GRAPHICS	3453A	31100	55	07-201-300	912.00	BASEBALL SHIRTS
	Check Date	6/28/2007	Check Nbr	013139	Check Total:	912.00
19635 ROBERT STANKE	062507	31100	52	08-101-339	326.85	IACP TRAINING SEMINAR
	Check Date	6/28/2007	Check Nbr	013140	Check Total:	326.85
02430 STANLEY SECURITY SOLUTIONS INC	WI-445147	31100	55	07-202-300	45.34	KEYS FOR PARKS
	Check Date	6/28/2007	Check Nbr	013078	Check Total:	45.34
19735 STUMPF CREATIVE LANDSCAPES	060507	31100	51	10-115-313	25.00	JUNIPER/CITY HALL
	060507	31100	55	06-101-240	238.00	YEWS/LIBRARY
	Check Date	6/28/2007	Check Nbr	013141	Check Total:	263.00
19775 SUPERIOR CHEMICAL CORP	25126	31201	54	10-301-300	115.55	DEGREASER
	25127	31100	13	04-106-000	743.60	DRAIN OPENER
	Check Date	6/28/2007	Check Nbr	013142	Check Total:	859.15
19792 SWIRL OF WISCONSIN LLC	193	31100	55	07-203-317	655.00	POOL CONCESSION PRODUCTS
	Check Date	6/28/2007	Check Nbr	013143	Check Total:	655.00
20040 TAYLOR TECHNOLOGIES INC	053107	31100	53	09-212-331	63.54	MILEAGE
	053107	31100	53	09-212-331	-63.54	REVERSE/WRONG VENDOR
	Check Date	6/28/2007	Check Nbr	013144	Check Total:	0.00

Date: Thursday, June 28, 2007
Time: 08:41AM
User: MGRIESBACH

CITY OF MENASHA
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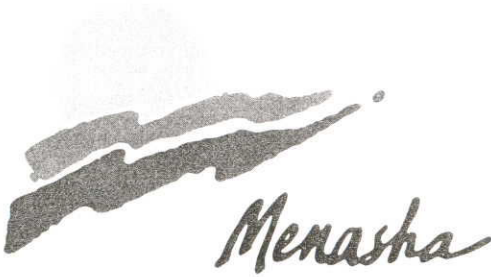
Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
20325 TRAFFIC & PARKING CONTROL CO	272300	31100	54	10-131-300	453.71	LOAD SWITCHES/STOCK
Check Date	6/28/2007	Check Nbr	013145	Check Total:	453.71	
21045 UNIFIRST CORPORATION	0970014705	31731	54	10-149-201	71.66	MAT/MOP/CLOTHING SERVICE
Check Date	6/28/2007	Check Nbr	013146	Check Total:	71.66	
21075 UNITED STATES TREASURY	39-6005525	31100	51	02-105-730	663.08	1ST QRT TAXES PENALTY
Check Date	6/28/2007	Check Nbr	013147	Check Total:	663.08	
21227 US OIL CO INC	L31262	31731	54	10-149-242	24.00	SAMPLE
Check Date	6/28/2007	Check Nbr	013148	Check Total:	24.00	
21280 USCM PAYROLL PROCESSING		31100	21	04-419-000	1,072.50	
Check Date	6/28/2007	Check Nbr	013149	Check Total:	1,072.50	
23152 WE ENERGIES	062007	31100	54	10-143-223	1,864.02	STREET LIGHTS
	062107	31100	12	04-399-000	473.33	FIRE
	062107	31100	51	10-115-224	75.02	CITY HALL
	062107	31100	52	08-101-224	653.65	POLICE
	062107	31100	53	09-212-224	11.71	SENIOR CENTER
	062107	31731	54	10-149-224	98.66	GARAGE
	062107	31100	55	06-101-224	787.22	LIBRARY
	062107	31100	55	07-202-224	115.60	PARKS
	062107	31100	55	07-203-224	71.51	POOL
	062107	31207	55	07-205-224	33.53	MARINA
	060507	31100	55	07-202-223	17.61	2170 PLANK ROAD
Check Date	6/28/2007	Check Nbr	013150	Check Total:	4,201.86	
23180 WG INC	270515	31100	55	07-203-291	65.90	POOL SIGNS
Check Date	6/28/2007	Check Nbr	013151	Check Total:	65.90	

Date: Thursday, June 28, 2007
Time: 08:41AM
User: MGRIESBACH

CITY OF MENASHA
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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
23250 WINNEBAGO COUNTY CLERK OF COUR	062007	31100	21	04-229-000	150.00	BOND
	062007	31100	21	04-229-000	150.00	BOND
	062607	31100	21	04-229-000	700.00	BOND
	062607	31100	21	04-229-000	235.00	BOND
Check Date	6/28/2007	Check Nbr	013152	Check Total:	1,235.00	
23297 WINS	0730	31100	53	09-114-300	42.00	SAFE RIDE NEWS/LATCH MANUAL
	Check Date	6/28/2007	Check Nbr	013153	Check Total:	42.00
23455 WISCONSIN SUPPORT COLLECTIONS		31100	21	04-299-015	436.31	
		31100	21	04-299-016	138.40	
Check Date	6/28/2007	Check Nbr	013155	Check Total:	574.71	
23434 WMCA	062607	31100	51	02-104-337	100.00	CLERK CONFERENCE
	062607	31100	51	02-104-337	10.00	PRECONFERENCE SEMINAR
Check Date	6/28/2007	Check Nbr	013154	Check Total:	110.00	
26200 ZARNOTH BRUSH WORKS INC	112473	31100	54	10-123-315	1,272.00	MAIN BROOM REFILL/GUTTER BROOM
Check Date	6/28/2007	Check Nbr	013156	Check Total:	1,272.00	
Grand Total:					448,728.36	



City of Menasha • Department of Public Works

STREET USE APPLICATION

Sponsored by: RACESETTER'S OF THE FOX CITIES
Responsible Person: NED HUGHES - RACE DIRECTOR
Address: P.O. BOX 681
MENASHA, WI, 54952
Phone: 920-475-7116
Street Route: (Attach Map) SEE ATTACHED 5K RUN/WALK COURSE
Description of Use: 14TH ANNUAL ST. JOE'S 5K RUN/WALK!
FUNDRAISER/FOODRAISER TO BENEFIT THE
ST. JOSEPH FOOD PANTRY PROGRAM 11/3/07!

Street Use Date: 11/03/2007
Start Time: 8:45 AM
End Time: 10:00 AM
Number of Units: 300-400
5K RUN/WALK

LIABILITY INSURANCE HAS BEEN SECURED IN THE AMOUNT OF \$ 1,000,000.00 WITH
THE CITY OF MENASHA NAMED AS ADDITIONAL INSURED.

Insurance Company GREAT AMERICAN ASSURANCE Policy No. MAC0000568960002
(Attached is a copy of the insurance certificate).

NOTE TO EVENTS PLANNING TO USE CITY PARKS AND/OR GREENSPACE: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

DATE: June 25, 2007 APPLICANT'S SIGNATURE: Ned Hughes

TO BE COMPLETED BY CITY STAFF

SCHEDULED PARK & RECREATION BOARD REVIEW DATE: _____

NOT REQUIRED: _____ APPROVED: _____ DENIED: _____

SCHEDULED COMMON COUNCIL REVIEW DATE: 7-2-07

APPROVED: _____ DENIED: _____

APPROVAL: MB

Police Dept. MB

Fire Dept. LWV

Public Works Dept. MR

City Attorney JSB

ST. JOE'S 5K RUN/WALK COURSE MAP

CHAMP COURSE AS 2006

Runners/Walkers Important Information Regarding The Friendship Trestle Trail Segment of The 5K (3.1 Miles) Run/Walk Course:

1. As the 5K course is laid out as an out and back... orange cones will be placed down the middle (in the center) of the trail segment of the course!
2. On the trail... runners and walkers stay to your right (except to pass)
3. On the trail... runners and walkers pass only on your left
4. On the trail... runners... as you approach walkers or other runners from behind to pass... please call out... "Runner... passing on your left!"
5. On the trail... walkers... please no more than two walkers waiting abreast (side by side) at all times!

Other Important 5K Run/Walk Information:

1. Traffic Control... the City of Menasha Police will be directing traffic at three intersections on the street part of the course:
Intersection #1 Main Street/Milwaukee Street
Intersection #2 Broad Street/Milwaukee Street
Intersection #3 Broad Street/Tayco Street
2. Course Marshalls will be stationed at every street intersection on the course and at strategic locations on The Friendship Trestle Trail
3. Tail mile marker cones (with a large mile marker number printed on each) will be positioned at mile markers 1, 2, and 3! MM means mile marker.



ACORD™ CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YYYY)
6/22/2007PRODUCER (260)482-5455 FAX: (260)483-6297
EGL Insurance - Diller-Smith Office
2526 Scotswolde
P.O. Box 8517
Fort Wayne IN 46898

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREDROAD RUNNERS CLUB OF AMERICA
AND ITS MEMBER CLUBS
1501 LEE HWY, SUITE 140
ARLINGTON VA 22209**INSURERS AFFORDING COVERAGE****NAIC #**INSURER A: **GREAT AMERICAN ASSURANCE** 26344INSURER B: **NATIONWIDE LIFE INSURANCE** 70750

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR/ADD'L LTR/INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	MAC0000568960002	12/31/2006 12:01 AM	12/31/2007 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> LEGAL LIAB TO PART.				PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> \$1,000,000				GENERAL AGGREGATE \$ NONE
	GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COM/OP AGG \$ 1,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC				
A	AUTOMOBILE LIABILITY	MAC0000568960002	12/31/2006 12:01 AM	12/31/2007 12:01 AM	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS				
	<input checked="" type="checkbox"/> NON-OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
					AUTO ONLY: AGG \$
	EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$
	<input type="checkbox"/> DEDUCTIBLE				\$
	<input type="checkbox"/> RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU- TORY LIMITS OTH- ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT \$
	If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE \$
					E.L. DISEASE - POLICY LIMIT \$
B	OTHER EXCESS ACCIDENT & MEDICAL	SPX0000002408400	12/31/2006 12:01 AM	12/31/2007 12:01 AM	EXCESS MEDICAL: \$10,000 \$250 DEDUCTIBLE: PER CLAIM AD & SPECIFIC LOSS \$2,500

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED AS RESPECTS THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSURED.

DATE & EVENT: 11/03/07 14TH ANNUAL ST. JOE'S 5K RUN/WALK FUNDRAISER

INSURED CLUB: PACESETTER'S RUNNING CLUB ATTN: NED HUGHES; PO BOX 681, MENASHA, WI 54952

CERTIFICATE HOLDER

(920)967-5272

11/03/07 CITY OF MENASHA, WI
ATTN: MARK RADTKE
140 MAIN STREET
MENASHA, WI 54952**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

John Lefever/EM



ACORD 25 (2001/08)

INS025 (10/01) 080

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Menasha

City of Menasha • Department of Public Works

STREET USE APPLICATION

Sponsored by: COMMUNITY FORWARD INC.

Responsible Person: JAMES TAYLOR

Address: PO BOX 185

MENASHA

Phone: 725-4857

Street Use Date: 7-28-07

Start Time: 7:00 AM

End Time: 12:AM

Number of Units: _____

Street Route: (Attach Map)

Description of Use

9AM WALK/RUN
CURTIS REED SQUARE
TO BROAD ST. 300-200-100
BLOCKS

37th OTTO GRUNSKI FAMILY FESTIVAL
MAIN ST. CLOSED FROM CENTER ST. TO MILL ST.
CHUTE ST. CLOSED JUST PAST CITY HALL PARKING LOT
MILWAUKEE CLOSED BEFORE US BANK + BROAD ST. PARKING LOT

LIABILITY INSURANCE HAS BEEN SECURED IN THE AMOUNT OF \$ 2,000.000 WITH
THE CITY OF MENASHA NAMED AS ADDITIONAL INSURED.

Insurance Company CAPITOL INDEMNITY CORP Policy No. CP00325121
(Attached is a copy of the insurance certificate).

NOTE TO EVENTS PLANNING TO USE CITY PARKS AND/OR GREENSPACE: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

DATE: 6-20-07 APPLICANT'S SIGNATURE: 

TO BE COMPLETED BY CITY STAFF

SCHEDULED PARK & RECREATION BOARD REVIEW DATE: _____

NOT REQUIRED: X APPROVED: _____ DENIED: _____

BT MUSIC UNTIL 10:30 PM

SCHEDULED COMMON COUNCIL REVIEW DATE: 7/2/07

APPROVED: _____ DENIED: _____

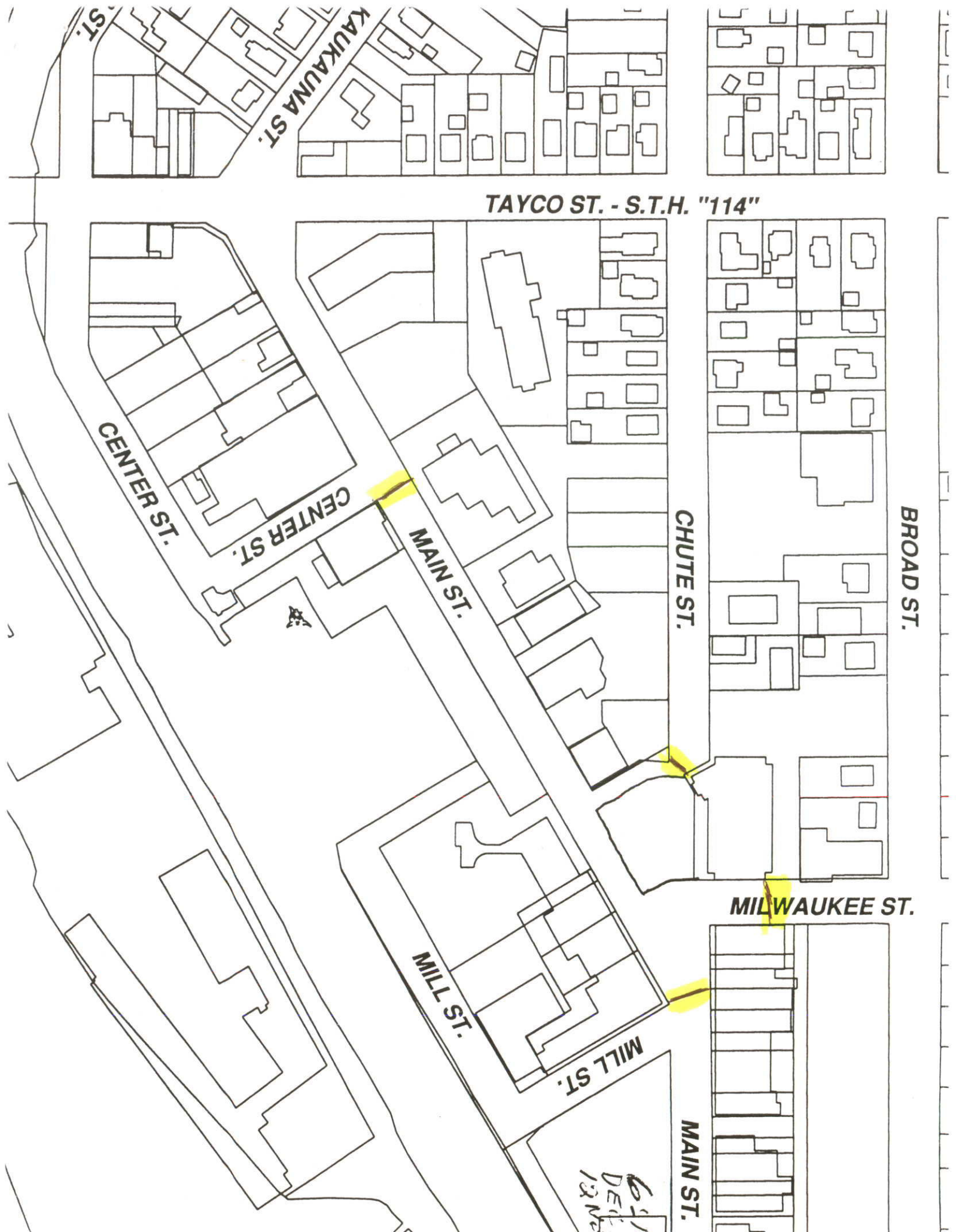
APPROVAL: 

Police Dept.

Fire Dept. 

Public Works Dept. MR

City Attorney JSB



TAYCO ST. - S.T.H. "114"

KAUKAUNA ST.

CENTER ST.

CENTER ST.

MAIN ST.

CHUTE ST.

BROAD ST.

MILL ST.

MILL ST.

MILWAUKEE ST.

MAIN ST.

6-11
DEPT
1340

PRODUCER

ISC-Rippl/Manier Group
PO Box 207 - 333-D 1st Street
Menasha WI 54952
Phone: 920-722-2799 Fax: 920-722-1590

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

Community Forward, Inc.
PO Box 185
Menasha WI 54952

INSURERS AFFORDING COVERAGE

NAIC

INSURER A: Capitol Indemnity Corporation

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	CP00325121	06/15/07	06/15/08	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 5,000
					PERSONAL & ADV INJURY	\$ 1,000,000
					GENERAL AGGREGATE	\$ 2,000,000
					PRODUCTS - COMP/OP AGG	\$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS					
	<input type="checkbox"/> NON-OWNED AUTOS					
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
					AUTO ONLY: AGG	\$
	EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
						\$
	<input type="checkbox"/> DEDUCTIBLE					\$
	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$
	If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	\$
					E.L. DISEASE - POLICY LIMIT	\$
	OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate holder is listed as additional insured as their interest may appear.

CERTIFICATE HOLDER

CITYM-1

City of Menasha
140 Main Street
Menasha WI 54952

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Pauline M. Huven

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

NAUTS LANDING

An American Pizzeria and pub

June 27, 2007

*Mayor Joe Laux
City of Menasha City Council
140 Main St.
Menasha, WI 54952*

Dear Mayor Joe and the City Council,

We would like to appeal to the Council regarding the proposed closure of Main Street on Saturday July 28, 2007 from 7am until midnight.

Although we strongly support the promotion of downtown Menasha, we feel that this can be accomplished without closing Main Street.

For several years, we've endured the closure of all access to Nauts Landing for a Saturday in July for the international bike races. We were advised that, in order to attract the event to our city, the streets needed to be a specific width and the straight-away needed to be a certain length, therefore, no other area in Menasha would be adequate.

The proposed area for the event scheduled for July 28 could be located to another area without closing Main Street. Please see the enclosed map with a possible alternative area highlighted.

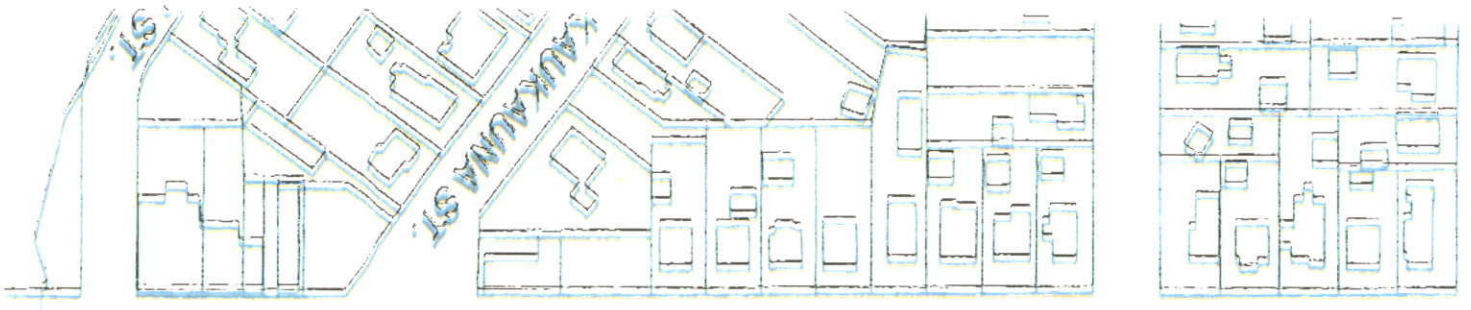
Leaving Main Street open on a Saturday in July allows our business to function in the matter necessary to insure our survival in the winter months.

Please consider alternate options for the July 28 event in downtown Menasha that would allow marina patrons as well as customers of downtown businesses convenient access and parking.

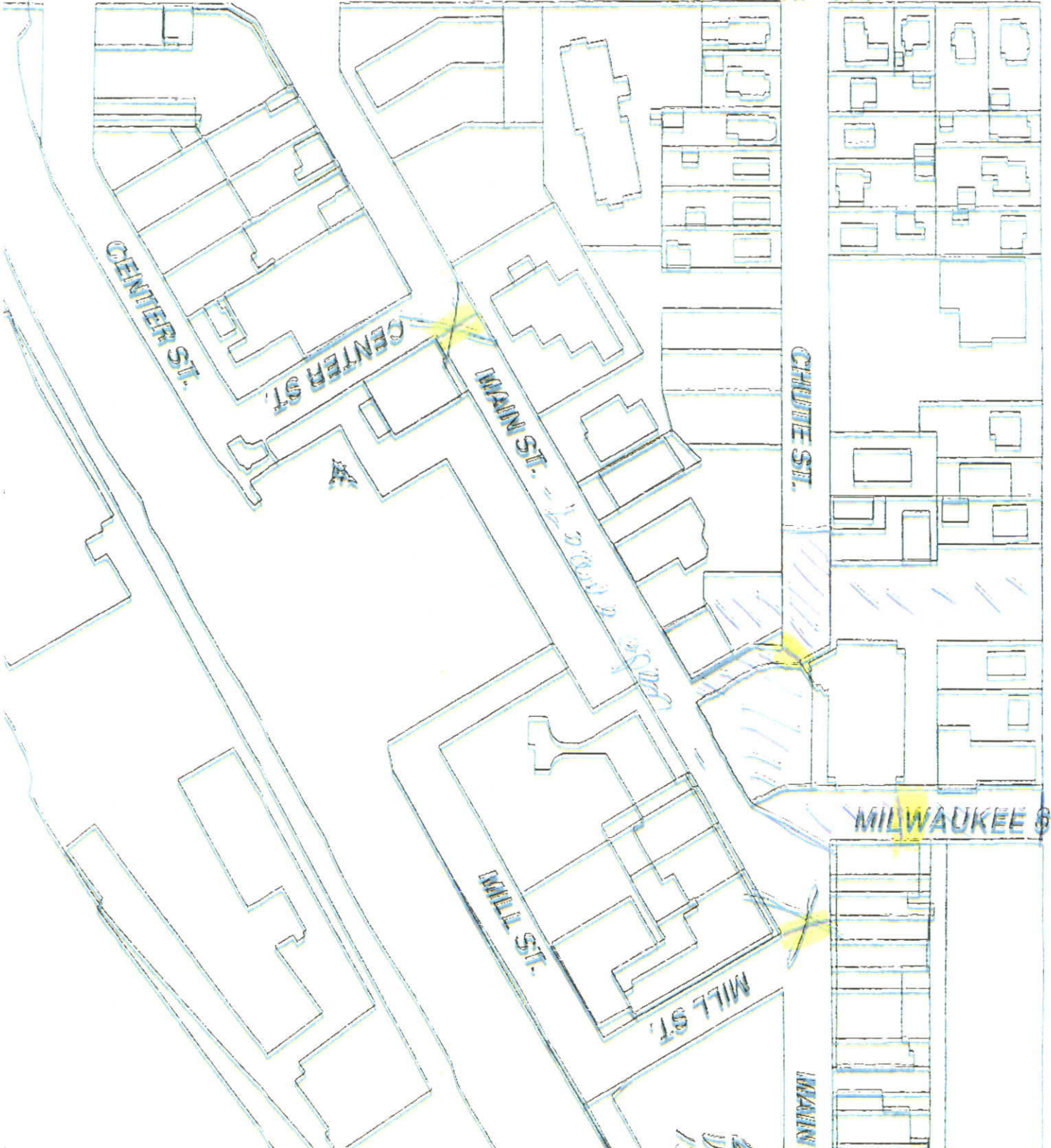
We believe that it would better serve the community to keep the main street of our city open to traffic until this event grows to the point that the area needs to be expanded to include Main St.

Thank you for your time and consideration.

*Rick and Renee Brey
Proprietors
Nauts Landing, Inc*



TAYCO ST. - S.T.H. "114"



BROAD ST.

MILWAUKEE ST.

MILL ST.

MILL ST.

MAIN

-----Original Message-----

From: SueWiz@aol.com [mailto:SueWiz@aol.com]

Sent: Monday, June 11, 2007 9:57 AM

To: Mark Radtke; Steve Pack; Debbie Galeazzi

Cc: Joe Laux

Subject: Board of Public Works agenda item

Good morning -

I had a meet and greet at Briarwood Cottages over the weekend. I had several concerns presented to me, as I suspected, about the construction on Midway Rd. I tried my best to alleviate their concerns. It helps that the construction will be on the east end of Midway before it comes down by them.

An area of concern, however, is what will happen with the sidewalks. No one from there likes the blacktop paths! The elderly cannot look down to see everything when it is dark or black. They fear the depth of blacktop will cause it to heave and be uneven. A lot of the tenants there walk the sidewalk to Midway road and back but no one walks on the uneven path existing there and they don't want it to remain blacktop.

Before I went there, I had heard from 2 of those tenants and also from some of the people working in the Syring office complex that the blacktop trails were not a good idea due to the uneven surfaces.

Anyway, I feel this needs to be discussed in committee before we go ahead with the proposed blacktop 5 ft. trail along there. Can it be put on the agenda?

Thank you

Sue



Memorandum

DATE: June 13, 2007

TO: Board of Public Works

FROM: Mark Radtke, Director of Public Works *MR*

RE: Request for Stop Sign on Keyes Street at Willow Lane

Enclosed is a copy of a correspondence from a resident on the east end of Keyes Street requesting the placement of a stop sign on Keyes Street at Willow Lane. Reference is made to recent crashes resulting in property damage and concern about the safety of users of the street.

The Manual of Uniform Traffic Control Devices (MUTCD) states stop signs should be used if engineering judgment indicates that one or more of the following conditions exist:

1. Intersection of a less important road with a main road where application of the normal right of way rule would not be expected to provide reasonable compliance with the law;
2. Street entering a through highway or street;
3. Unsignalized intersection in a signalized area; and/or
4. High speeds, restricted view, or crash records indicate a need for control by the stop sign.

Furthermore, the MUTCD specifies that stop signs should not be used for speed control. It also states stop signs should be installed in a manner that minimizes the numbers of vehicles having to stop. At intersections where a full stop is not necessary at all times, consideration should be given to using less restrictive measures such as yield signs.

There is an existing one direction large arrow sign warning motorists of the change in alignment of the street for northbound approaching traffic on Willow Lane. There is no similar sign for eastbound approaching traffic on Keyes Street. It is my recommendation that a large arrow sign be installed at the proper location in the intersection to alert eastbound traffic on Keyes Street to the change in alignment.

If crashes continue to occur after the installation of the arrow sign, I would recommend that an engineering study be done at that time to determine need for any additional traffic control devices.

M:\word\BPW memo re stop sign request Keyes Willow 6-13-07.doc



Memorandum

DATE: June 28, 2007

TO: Board of Public Works

FROM: Mark Radtke, Director of Public Works

RE: Request for Stop Sign on Keyes Street at Willow Lane

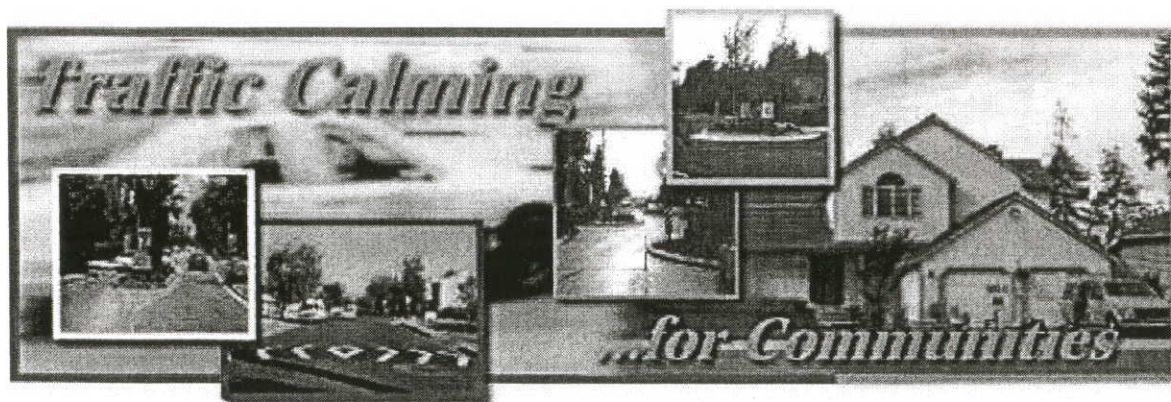
At the last Board of Public Works meeting, direction was given to hold this item over to discuss speed control options for Keyes Street. Enclosed with this memo are copies of fact sheets from the Institute of Traffic Engineers regarding traffic calming measures that have been used successfully in other applications.

I have only included measures that I think are feasible for the Keyes Street situation. The costs indicated on these sheets represent costs in 1997 dollars and may not correlate exactly to our regional construction costs, but they will at least provide some basis for determining cost impact for the various options.

These fact sheets are included only as information for the Board. I am not suggesting in any way that traffic calming measures are necessary along Keyes Street. If there are concerns about excessive speeds along this corridor, a speed study should be conducted before any recommendations are made or any actions taken, the only exception possibly being increased speed enforcement activity by the Police Department.

Enclosure

M:\word\BPW memo re Keyes Street traffic calming 6-28-07.doc



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Traffic Calming Measures

A series of fact sheets providing an overview of several traffic calming measures are available from this Web page. A photograph of a typical application as well as a plan-view sketch adapted from the Boulder, Colorado *Neighborhood Traffic Mitigation Program Toolkit* are included within each fact sheet.

Four types of measures are summarized:

- **Vertical deflections, horizontal shifts, and roadway narrowings** are intended to reduce speed and enhance the street environment for non-motorists.
- **Closures** (diagonal diverters, half closures, full closures, and median barriers) are intended to reduce cut-through traffic by obstructing traffic movements in one or more directions.

For each traffic calming measure, information has been compiled from a variety of sources, including:

Traffic Calming: State of the Practice (ITE/FHWA)

Canadian Guide to Neighbourhood Traffic Calming (TAC and CITE)

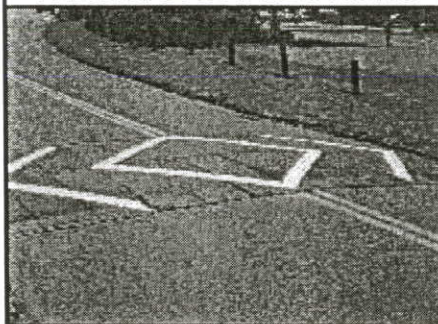
Traffic Calming Primer (Pat Noyes & Associates)

Guidelines for the Design and Application of Speed Humps (ITE)

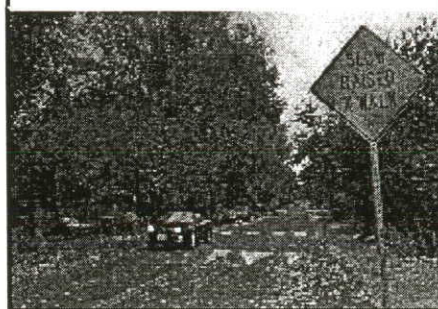


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VERTICAL DEFLECTIONS

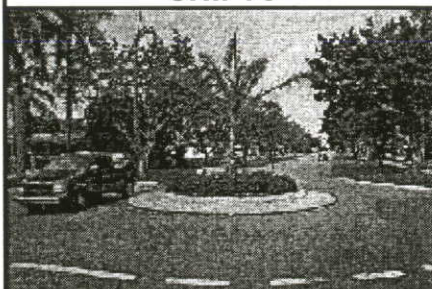


SPEED HUMP

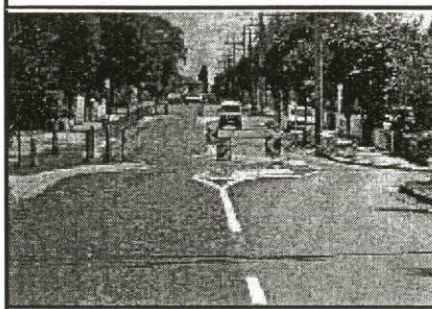


SPEED TABLE

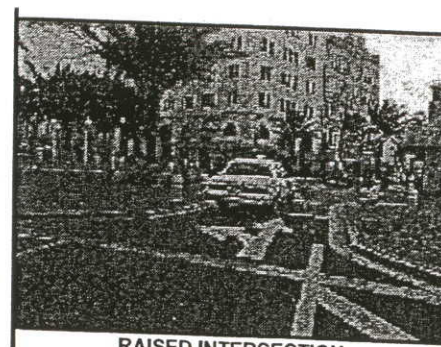
HORIZONTAL SHIFTS



NEIGHBORHOOD TRAFFIC CIRCLE

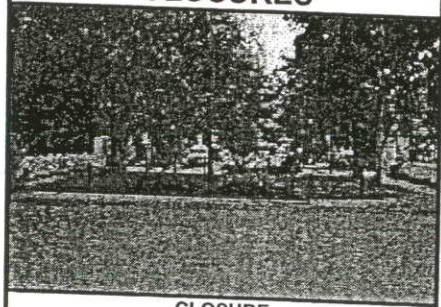


CHICANE



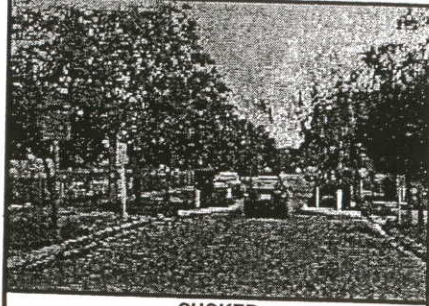
RAISED INTERSECTION

CLOSURES

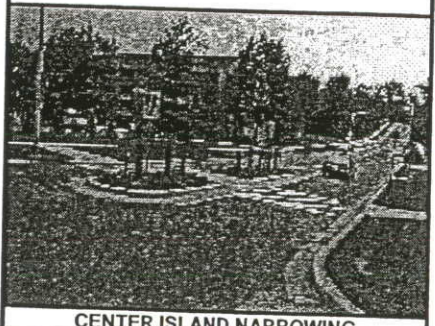


CLOSURE

ROADWAY NARROWINGS



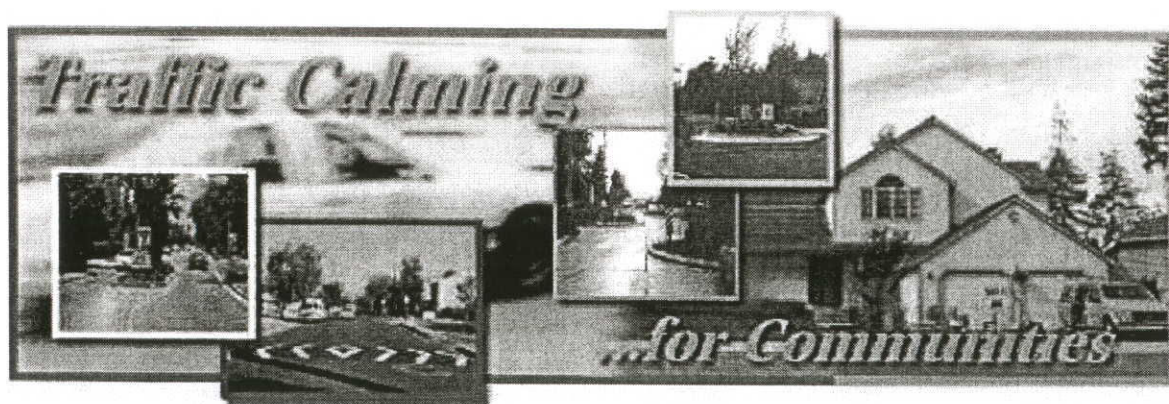
CHOKER



CENTER ISLAND NARROWING

The information provided on these fact sheets has been obtained from the research and experience of transportation engineering and planning professionals. The information is intended for informational purposes only and does not include ITE or FHWA recommendations on the best course of action.

Photos of traffic calming devices were provided by Reid Ewing.


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Traffic Calming Measures - Speed Hump

Description:

- rounded raised areas of pavement typically 12 to 14 feet in length
- often placed in a series (typically spaced 300 to 600 feet apart)
- sometimes called road humps or undulations



U.S. Department of Transportation
**Federal Highway
Administration**

Applications:

- residential streets
- not typically used on major roads, bus routes, or primary emergency response routes
- midblock placement, not at an intersection
- not on grades greater than 8 percent
- work well with curb extensions



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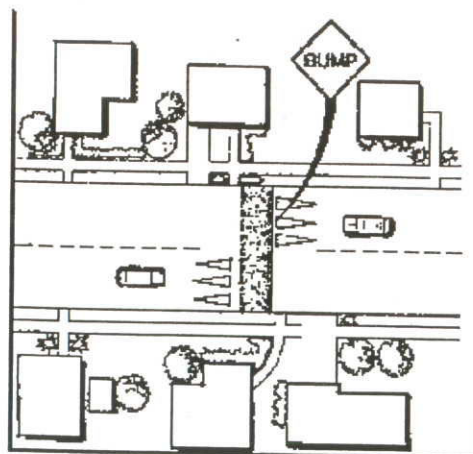


Design/Installation Issues:

- typically 12 to 14 feet in length; other lengths (10, 22, and 30 feet) reported in practice in U.S.
- speed hump shapes include parabolic, circular, and sinusoidal
- hump heights range between 3 and 4 inches with trend toward 3 - 3 ½ inches maximum
- difficult to construct precisely; may need

to specify a construction tolerance (e.g. $\pm 1/8$ inch) on height

- often have signage (advance warning sign before first hump in series and warning sign or object marker at hump)
- typically have pavement marking (zigzag, shark's tooth, chevron, zebra)
- taper edge near curb to allow gap for drainage
- some have speed advisories
- bicyclists prefer that it not cover or cross a bike lane



Potential Impacts:

- no effect on non-emergency access
- speeds determined by height and spacing; speeds between humps have been observed to be reduced between 20 and 25 percent on average
- based on a limited sample of sites, typical crossing speeds (85th percentile) of 19 mph have been measured for 3½ inch high, 12 foot humps and of 21 mph for 3 inch high, 14 foot humps; speeds have been observed to rise to 27 mph within 200 feet downstream
- speeds typically increase approximately 0.5 mph midway between humps for each 100 feet of separation
- studies indicate that traffic volumes have been reduced on average by 18 percent depending on alternative routes available
- studies indicate that collisions have been reduced on average by 13 percent on treated streets (not adjusted for traffic diversion)
- most communities limit height to 3-3½ inches, partly because of harsh ride over 4-inch high humps
- possible increase in traffic noise from braking and acceleration of vehicles, particularly buses and trucks

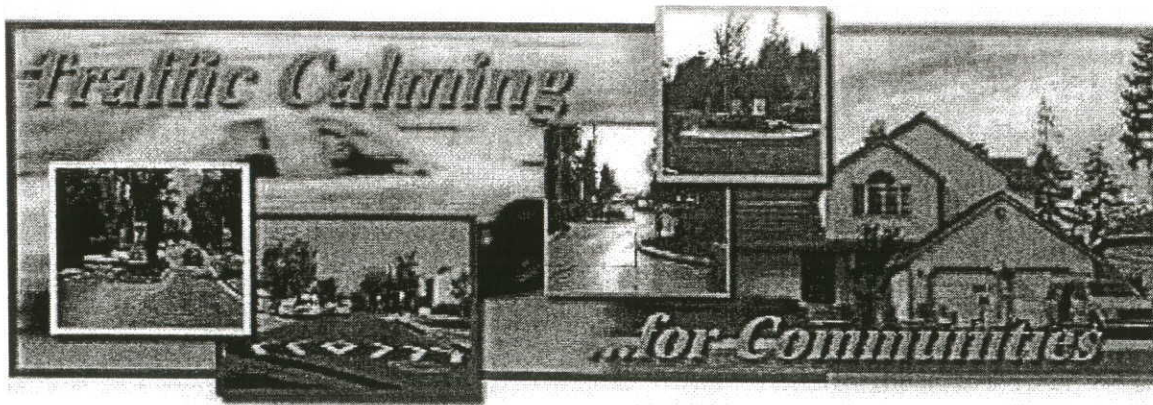
Emergency Response Issues:

- Concern over jarring of emergency rescue vehicles
- Approximate delay of between 3 and 5 seconds per hump for fire trucks and up to 10 seconds for ambulance with patient

Typical Cost:

- Approximately \$2,000 (1997 dollars)

For additional detail, refer to ITE's Recommended Practice entitled *Guidelines for the Design and Application of Speed Humps*. Visit the [ITE Bookstore](http://www.ite.org/bookstore) for more information about this publication.

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Traffic Calming Measures - Neighborhood Traffic Circle

Description:

- raised islands, placed in intersections, around which traffic circulates
- motorists yield to motorists already in the intersection
- require drivers to slow to a speed that allows them to comfortably maneuver around them
- sometimes called intersection islands
- different from roundabouts



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Applications:

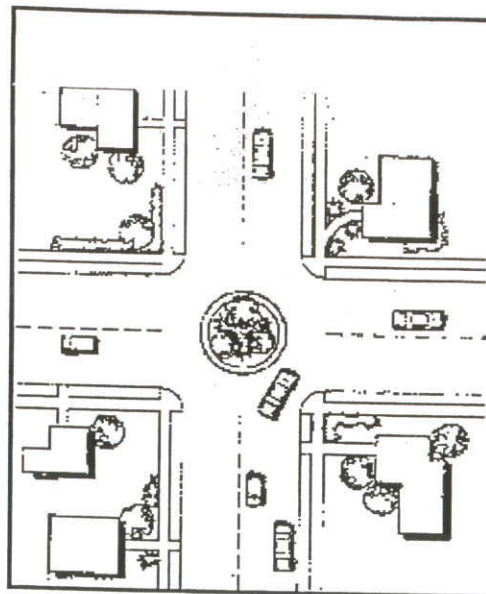
- intersections of local or collector streets
- one lane each direction entering intersection
- not typically used at intersections with high volume of large trucks and buses turning left



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- typically circular in shape, though not always
- always
- usually landscaped in their center islands, though not always
- often controlled by YIELD signs on all approaches, but many different signage approaches have been used
- key design features are the offset distance (distance between projection of street curb and center island), lane width for circling the circle, the circle diameter, and height of mountable outer ring for large vehicles such as school buses and trash trucks



Potential Impacts:

- no effect on access
- reduction in midblock speed of about 10 percent; area of influence tends to be a couple hundred feet upstream and downstream of intersection
- only minimal diversion of traffic
- intersection collisions have been reduced on average by 70 percent and overall collisions by 28 percent
- can result in bicycle/auto conflicts at intersections because of narrowed travel lane

Emergency Response Issues:

- emergency vehicles typically slow to approximately 13 mph; approximate delay of between 5 and 8 seconds per circle for fire trucks
- fire trucks can maneuver around traffic circles at slow speeds provided vehicles are not parked near the circle

Other/Special Considerations:

- large vehicles may need to turn left in front of the circle (which could be unsafe at higher volumes); legislation may be required to legally permit this movement
- quality of landscaping and its maintenance are key issues
- landscaping needs to be designed to allow adequate sight distance
- care must be taken to avoid routing vehicles through unmarked crosswalks on side-street approach

Typical Cost:

- approximately \$3,500 to \$15,000 (1997 dollars)


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Traffic Calming Measures - Chicane

Description:

- a series of narrowings or curb extensions that alternate from one side of the street to the other forming S-shaped curves
- also called deviations, serpentines, reversing curves, twists, and staggerings



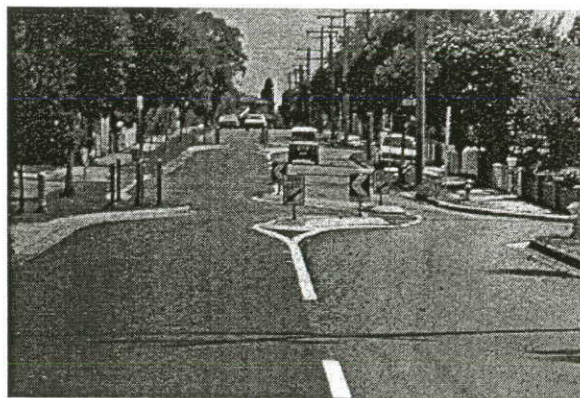
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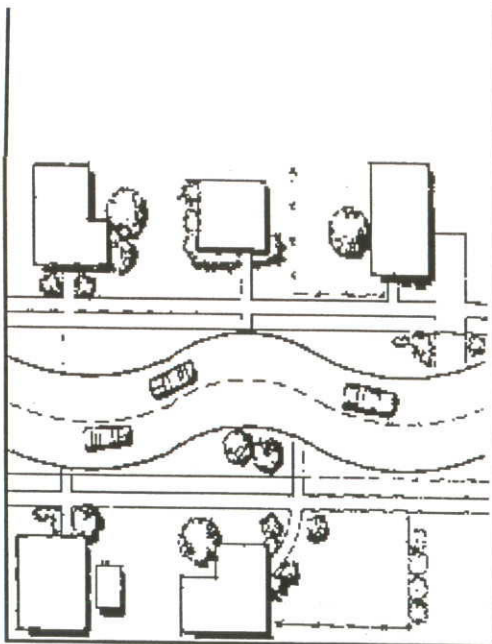
Applications:

- appropriate for midblock locations only
- most effective with equivalent volumes on both approaches
- typically, is a series of at least three curb extensions
- can use on-street parking to create chicane



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Design/Installation Issues:

- unless well-designed, chicanes may still permit speeding by drivers cutting straight paths across the center line
- European manuals recommend shifts in alignment of at least one lane width, deflection angles of at least 45 degrees, and center islands to prevent drivers from taking a straight "racing line" through the feature

Potential Impacts:

- no effect on access
- limited data available on their effect on speed, volume, and collisions
- street sweeping may need to be done manually
- can impact parking and driveway access
- provides opportunity for landscaping

Emergency Response Issues:

- limited data available on their effect on delay to emergency response
- emergency response typically prefer two-lane chicanes to speed humps

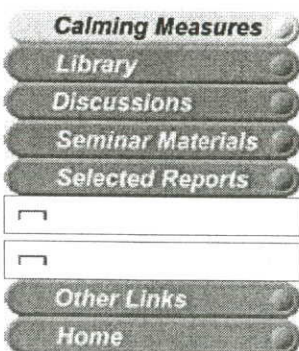
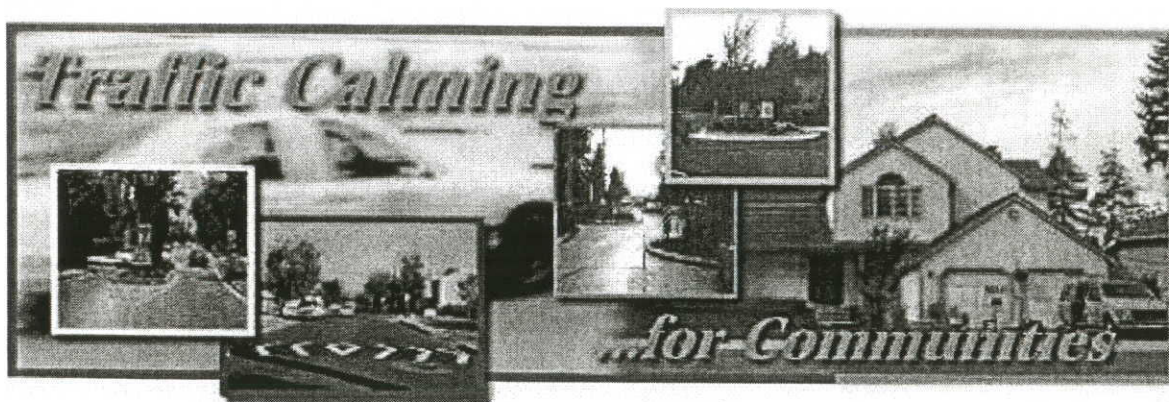
Typical Cost:

- reported costs range between \$5,000 and \$15,000 (1997 dollars)

SPEED HUMP | SPEED TABLE | RAISED INTERSECTION | CLOSURE

NEIGHBORHOOD TRAFFIC CIRCLE | CHICANE | CHOKER | CENTER ISLAND NARROWING

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 Washington, DC 20024 USA
 Telephone: +1 202-289-0222 | Fax: +1 202-289-7722
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Traffic Calming Measures - Choker

Description:

- curb extensions at midblock or intersection corners that narrow a street by extending the sidewalk or widening the planting strip
- can leave the cross section with two narrow lanes or with a single lane
- at midblock, sometimes called parallel chokers, angled chokers, twisted chokers, angle points, pinch points, or midblock narrowings
- at intersections, sometimes called neckdowns, bulbouts, knuckles, or corner bulges
- if marked as a crosswalk, they are also called safe crosses



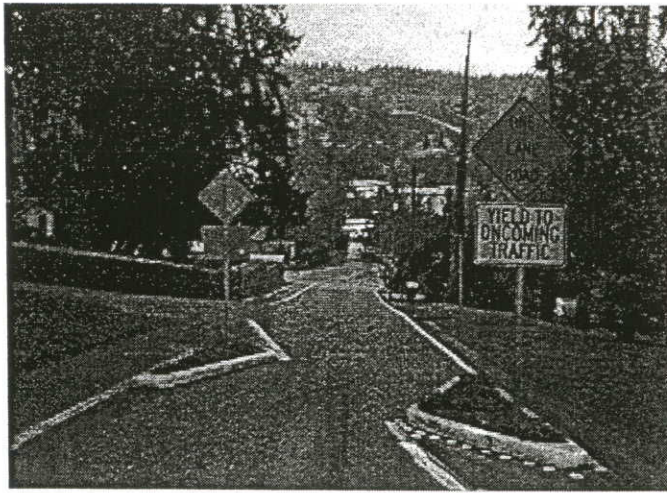
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Applications:

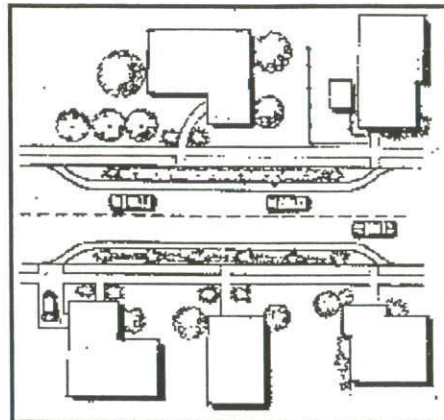
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- local and collector streets
- pedestrian crossings
- main roads through small communities
- work well with speed humps, speed tables, raised intersections, textured crosswalks, curb radius reductions, and raised median islands



Design/Installation Issues:

- some applications use an island which allows drainage and bicyclists to continue between the choker and the original curb line
- typically designed to narrow road to 20 feet for two-way traffic; typically avoid the use of widths between 13 and 17 feet
- adequate drainage is a key consideration
- provides opportunity for landscaping
- vertical delineators, bollards or object markers are often used to make visible to snowplow operators



Potential Impacts:

- can impact parking and driveway access
- reduces pedestrian crossing width and increases visibility of pedestrian
- speeds have typically been reduced on average by 4 percent for two-lane chokers and 14 percent for one lane chokers
- minor decrease in traffic for two-lane and 20 percent reduction for one-lane chokers
- collision data not available
- bicyclists prefer not to have the travelway narrowed into path of motor vehicles

Emergency Response Issues:

- preferred by many fire department/emergency response agencies to most other traffic calming measures

Other/Special Considerations:

- one-lane chokers rely on regulatory signs and driver courtesy to work

Typical Cost:

- approximately \$7,000 to \$10,000 (1997 dollars)

Zoning District	Sign Type Permitted	Restrictions (see Sec. 13-1-67)	Allowable Sign Area per Building Exposure	Min & Max Sign Area/ Business*	Maximum #	Maximum Height	Setback
A-1, R-1, R-2, R2-A (2 unit only)	wall (for general home occupations only)	no illumination	2 sq. ft./sign	NA	1/unit	below 2nd floor windows or 20', whichever is less	NA
R-2A (3+ units), R-3, R-4	monument	external illumination only	32 sq. ft./sign face, not to exceed 64 sq. ft./sign	NA	1/street frontage; see Sec. 13-1-65(f) for corner lots	10'	2'
Special Use: A-1, R-1, R-2, R-2A, R-3, R-4	wall	external illumination only	1 sq. ft. for each linear ft. of the building exposure	at least 20 sq. ft., not to exceed 50 sq. ft.	allowable sign area may be applied per building exposure	below 2nd floor windows or 20', whichever is less	NA
	monument	external illumination only	32 sq. ft./sign face, not to exceed 64 sq. ft./sign		1/street frontage; see Sec. 13-1-65(f) for corner lots	10'	10'
C-1, I-1, I-2	wall		1 sq. ft. for each linear ft. of the building exposure	at least 20 sq. ft., not to exceed 300 sq. ft.	allowable sign area may be applied per building exposure	top of wall	NA
	monument		1 sq. ft./sign face for each linear ft. of the building exposure, not to exceed 200 sq. ft.	not to exceed 75 sq. ft./sign face for 1st business, 50 sq. ft./sign face for each business thereafter	1/street frontage; see Sec. 13-1-65(f) for corner lots	monument: 16'	2'
	sidewalk	See Sec. 13-1-67	8 sq. ft./sign face, 16 sq. ft./sign	NA	1/business	6'	See Sec. 13-1-67
C-1, I-1, I-2 along STH 441 frontage	projecting	external illumination only	25 sq. ft./sign face, not to exceed 50 sq. ft./sign	NA	1/business	below 2nd floor windows or 20', whichever is less	NA
	wall		1 sq. ft. for each linear ft. of the building exposure	at least 20 sq. ft., not to exceed 500 sq. ft.	1/business on building exposure facing STH 441 only	top of wall	NA
	monument		1 sq. ft./sign face for each linear ft. of the building exposure; not to exceed 200 sq. ft.	not to exceed 100 sq. ft./sign face	1/lot facing STH 441 only	16'	2'

Zoning District	Type Permitted	Restrictions (See Sec. 13-1-67)	Allowable Sign Area per Building Exposure	Min & Max Sign Area per Business*	Maximum #	Maximum Height	Setback
C-2	wall , including awning, canopy, and marquee signs	external illumination only	1 sq. ft. for each linear ft. of the building exposure	at least 10 sq. ft., not to exceed 50 sq. ft.	allowable sign area may be applied per building exposure	below 2nd floor windows or 20', whichever is less	NA
	projecting	external illumination only	25 sq. ft./sign face, not to exceed 50 sq. ft./sign	NA	1/business	below 2nd floor windows or 20', whichever is less	NA
	monument	external illumination only	1 sq. ft./sign face for each linear ft. of the building exposure; not to exceed 50 sq. ft.	NA	1/street frontage, see Sec. 13-1-65(f) for corner lots	10'	2'
	sidewalk	see Sec. 13-1-67	8 sq. ft./sign face, 16 sq. ft./sign	NA	1/business	6'	see Sec. 13-1-67
C-3, C-4	wall	for retail uses, the C-1 standards for wall signs shall apply	1 sq. ft. for each linear ft. of the building exposure	at least 20 sq. ft., not to exceed 75 sq. ft.	allowable sign area may be applied per building exposure	below 2nd floor windows or 20', whichever is less	NA
	monument	for retail uses, the C-1 standards for monument signs shall apply	1 sq. ft./sign face for each linear ft. of the building exposure; not to exceed 100 sq. ft.	not to exceed 50 sq. ft./sign face for 1st business, 25 sq. ft./sign face for each business thereafter	1/street frontage, see Sec. 13-1-65(f) for corner lots	16'	2 ft
	projecting	external illumination only	25 sq. ft./sign face, not to exceed 50 sq. ft./sign	NA	1/business	below 2nd floor windows or 20', whichever is less	NA

* The aggregate maximum sign area per business may not exceed the allowable sign area per building exposure. In order to accommodate businesses with very narrow building exposures, a minimum sign area per business is granted for certain types of signs. A sign smaller than the minimum may be erected subject to the requirements of this ordinance.

SUBSTITUTE AMENDMENT 1 TO ORDINANCE O-12-07

AN ORDINANCE RELATING TO SIGNS

Introduced by Ald. Wisneski.

The Common Council of the City of Menasha does ordain as follows:

SECTION 1: SEC.13-1-66(a) is repealed and recreated to read as follows:
(See Attached Table)

SECTION 2: Section 13-1-67(e) is repealed and recreated to read as follows:

(e) Sidewalk Signs.

(1) *Sidewalk Signs in the C-1 General Commercial District.* Portable signs may be placed in the C-1 General Commercial District subject to the following limitations:

- a. Number of Signs Allowed. The number of signs shall be limited to one (1) per building exposure per business.
- b. Design.
 1. Signs shall be a sandwich board type ("A-frame") with multiple (minimum of 2) or one continuous hinge across the top.
 2. Signs must be portable.
 3. Removable signage panels on thin sign board material such as; aluminum, Centrex, or other quality sign grade material, shall be attached to the sign frame with screws or through the use of slide rails – no Velcro, staples, or double-sided tape.
 4. Interchangeable letters or letter copy on rails are discouraged.
 5. Sidewalk signs shall not be illuminated, animated, have moving parts, or electrically powered in any way.
 6. Signs shall contain a device such as a chain, rope, or cable to prevent the sign panels from spreading.
 7. Signs shall not have more than two (2) sign faces.
- c. Materials
 1. Signs shall be constructed using quality exterior sign board materials, wood or other durable material and be designed so as to be stable under wind loads.
 3. Signs constructed with light materials such as plastic shall be weighted to remain stationary.
- d. Location and Removal
 1. Placement is allowed on landscaped areas in front of business, between building frontage and sidewalk.
 2. All signs must be removed after the conclusion of business hours each day and are allowed only from 5:00 a.m. to 10:00 p.m.
 3. Signage shall not obstruct the ingress/egress of parked vehicles.
 4. Signs placed near points of ingress/egress will be subject to vision control review.
- e. General Condition of Signs
 1. To keep signs legible and functional, all sidewalk signs shall be maintained and kept free of peeling or fading paint or vinyl.
 2. Any signs which have become deteriorated due to lapse of time, weather, or other reason may be ordered to be removed by the Zoning Administrator and/or designee according to the process outlined in Sec. 13-1-70(a).
- f. Permits
 1. Sign permits are required when signs are placed in the right of way

(2) *Sidewalk Signs in the C-2 Central Business District.* Portable signs may be placed in the C-2 Central Business District subject to the following limitations:

- a. Number of Signs Allowed. The number of signs shall be limited to one (1) per building exposure per business.
- b. Design. Design of such signs shall be in accordance with standards adopted by the Landmarks Commission to be maintained on file with the Community Development Department..
- c. Materials. Signs shall be constructed of wood or other durable material and be designed so as to be stable under wind loads.
- d. Location and Removal.
 1. Signs shall be located within twenty (20) feet of the building exposure whose business name, goods, or services are being offered.
 2. Such signs may be placed in the first three (3) feet adjacent to the building or the first three (3) feet adjacent to the curb. Signage shall not obstruct the ingress/egress of parked vehicles. A minimum of four (4) feet of sidewalk shall remain open to and be easily accessible for pedestrian traffic.
 3. All signs must be removed from the public right-of-way after the conclusion of business hours each day and are allowed only from 5:00 a.m. to 10:00 p.m.
- e. General Condition of Signs. Any signs which have become deteriorated due to lapse of time, weather, or other reason may be ordered to be removed by the Zoning Administrator and/or designee according to the process outlined in Sec. 13-1-70(a).
- f. Permits. Sign permits are required.

SECTION 3: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this _____ day of July, 2007.

Joseph F. Laux, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

RESOLUTION R- 13 - 07

A Resolution Pertaining to Payment of the Interest for the Steam Utility

Introduced by Mayor Laux

WHEREAS, the City of Menasha has created a steam utility; and

WHEREAS, the Steam Utility is obligated to make a payment of \$871,305 for interest due on the 2005 Revenue Bond Anticipation Notes, 2006 Revenue Bond Anticipation Notes and 2006 Note Anticipation Notes; and

WHEREAS, a Steam Utility Reserve Fund was established in 2005 that can be used to make transfers to the Steam Utility Improvement Fund, Operations and Maintenance Fund or the Special Redemption Fund, all as established by the Bond Resolution, and to remedy any deficiencies in such funds; and

WHEREAS, there are sufficient funds in the Steam Utility Reserve Fund to make the \$871,305 interest payments due September 1, 2007; and

WHEREAS, there are not sufficient revenues currently being generated and on deposit in the Special Redemption Fund to make the September 1, 2007 interest payments; and

WHEREAS, the Menasha Electric & Water Utility Commission has unanimously approved using funds from the Steam Utility Reserve Fund to make the September 1, 2007 interest payment of \$871,305;

NOW THEREFORE BE IT RESOLVED by the City of Menasha Common Council with the Mayor concurring that the Menasha Electric & Water Utility shall use funds on deposit in the Steam Utility Reserve Fund to make the September 1, 2007 interest payment of \$871.305.

Passed and approved this _____ day of July 2007.

Joseph F. Laux, Mayor

Deborah A. Galeazzi, City Clerk

RESOLUTION R-14-07

A RESOLUTION ACKNOWLEDGING REVIEW OF CITY OF MENASHA 2006 COMPLIANCE MAINTENANCE ANNUAL REPORT UNDER WISCONSIN ADMINISTRATIVE CODE NR 208

Introduced by Mayor Laux

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to file Compliance Maintenance Annual Report (CMAR) for its wastewater collection system under Wisconsin Administrative Code NR 208; and

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the Compliance Maintenance Annual Report (CMAR); and

WHEREAS, it is necessary to provide recommendations or an action response plan for all individual CMAR section grades of "C" or less and/or an overall grade point average <3.00;

NOW, THEREFORE BE IT RESOLVED by the Mayor and the Common Council of the City of Menasha concurring, that no recommendations or corrective actions are necessary at this time because the City has achieved CMAR grades of "A" for its individual sections for its 2006 CMAR reporting year.

Passed and approved this ____ day of July, 2007.

Joseph F. Laux, Mayor

ATTEST: _____
Deborah A. Galeazzi, City Clerk

June 27, 2007

Mr. Jeff Brandt
City Attorney/Human Resources Director
City of Menasha
140 Main Street
Menasha, WI 54952

Dear Jeff:

In follow up to your request, I had an opportunity on June 26, 2007 to review the two stairwells that lead up to the elevated walkway which is located behind the building along Main Street.

BACKGROUND

The reason for the on-site review was based on a reported concern that you received regarding the grate openings on the top transition platforms and stair treads. Specifically, the reported concern was that a potential trip hazard exists for those wearing high heels.

Subsequent to our initial correspondence, you have had the City's building inspector look at the stairwells from a compliance perspective based on the most current state building safety codes. You mentioned that the inspector inspected these installations and indicated that the stairwells were designed and installed meeting the most current state building codes.

ON-SITE REVIEW

The on-site review confirmed that the stairwell was structurally sound, well designed in order to accommodate two-way pedestrian traffic, has appropriate handrail and railing heights, and has acceptable welds on structural components. The overall appearance also indicated that the installation was done with quality workmanship. The grating material which was used on the top transition platforms and the stair treads has designed 1" x 3 3/4" space openings. The stair risers are solid galvanized metal, the stair tread edges are solid galvanized metal with a slip resistant design, and the grating used on the stair treads and platforms appears to be galvanized metal (*See attached pictures*).

ISSUE QUESTIONS

Do these opening dimensions pose a serious safety hazard?

Probably unsafe for someone wearing high heels, but not a serious public safety hazard. There is no question that the opening dimensions would cause havoc for someone wearing high heel shoes, and could cause a high heel to be caught and broken off the shoe. With that said, and from an opposite perspective, an "open" grate design will minimize more serious slip and fall safety hazards from occurring since its design does not allow snow to accumulate, ice to form on large surface areas, and prevents water puddles from forming. It makes this design a more "slip-resistant" surface in this type of application where the stairwells are open from underneath. I suspect this is why the project's architect/designer incorporated this system into the stairwell design. (NOTE: This type of grating system is used on emergency exit/fire escape stairwells, road beds and pedestrian walkways on bridges, and found in most workplace stairwells and overhead walkways where an accumulation of surface material could cause an extremely slippery surface.)

Could a more solid type of surface material be used on the stair treads and transition platform areas? Yes. If the City of Menasha wishes to expend additional monies to install an overlay material or replace these surface areas with a different material they could do so. However, keep in mind that a more solid type of surface could take it from a relatively low safety and risk exposure level, to a much higher safety and risk exposure level because of snow, ice and water accumulation during inclement weather. A different material would have to be carefully chosen since the stairwells' undersides are open. This stairwell situation would be similar to a bridge where the underside is the same temperature as the topside.

RECOMMENDATION

There is always some level of risk exposure in public areas. However, the goal is to minimize the risks thus maximizing safety. Therefore, it is suggested that the current "open grating" tread and platform design be retained.

ADDITIONAL OBSERVATION

While on-site, there was a more public safety-oriented issue identified on the upper walkway. The "emergency exit/fire escape" has sharp steel protrusion hazards from the side of the structure on the public walkway side. The narrowest width between the escape structure and the railing system is approximately 38 inches. These protrusions are unprotected and occur at different heights on the structure (See *attached pictures*). These protrusions could cause a serious injury when unseen by pedestrians. It is recommended that this unsafe situation should be corrected to prevent an injury claim.

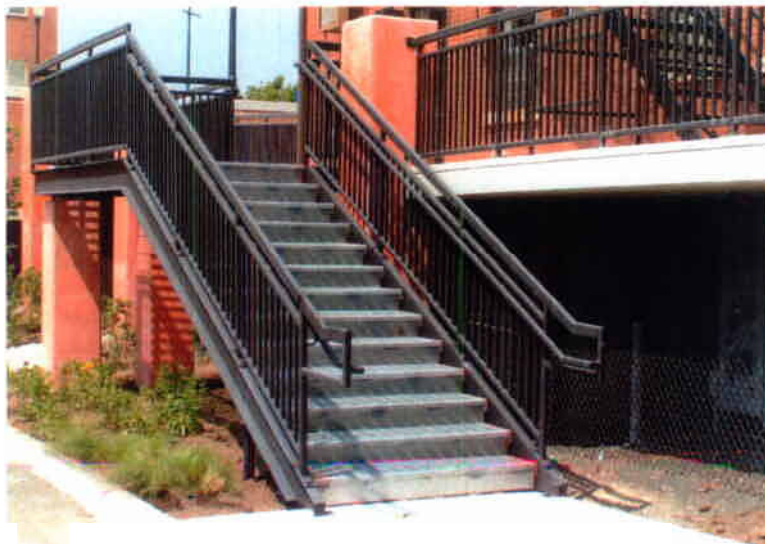
Call me at 1-262-784-5666 EXT 4123 if there are any questions or concerns regarding the stairway and upper walkway observations and recommendations. Your continued efforts in providing a safe environment for the public and reducing the overall risk exposures for the City are truly appreciated.

Sincerely,

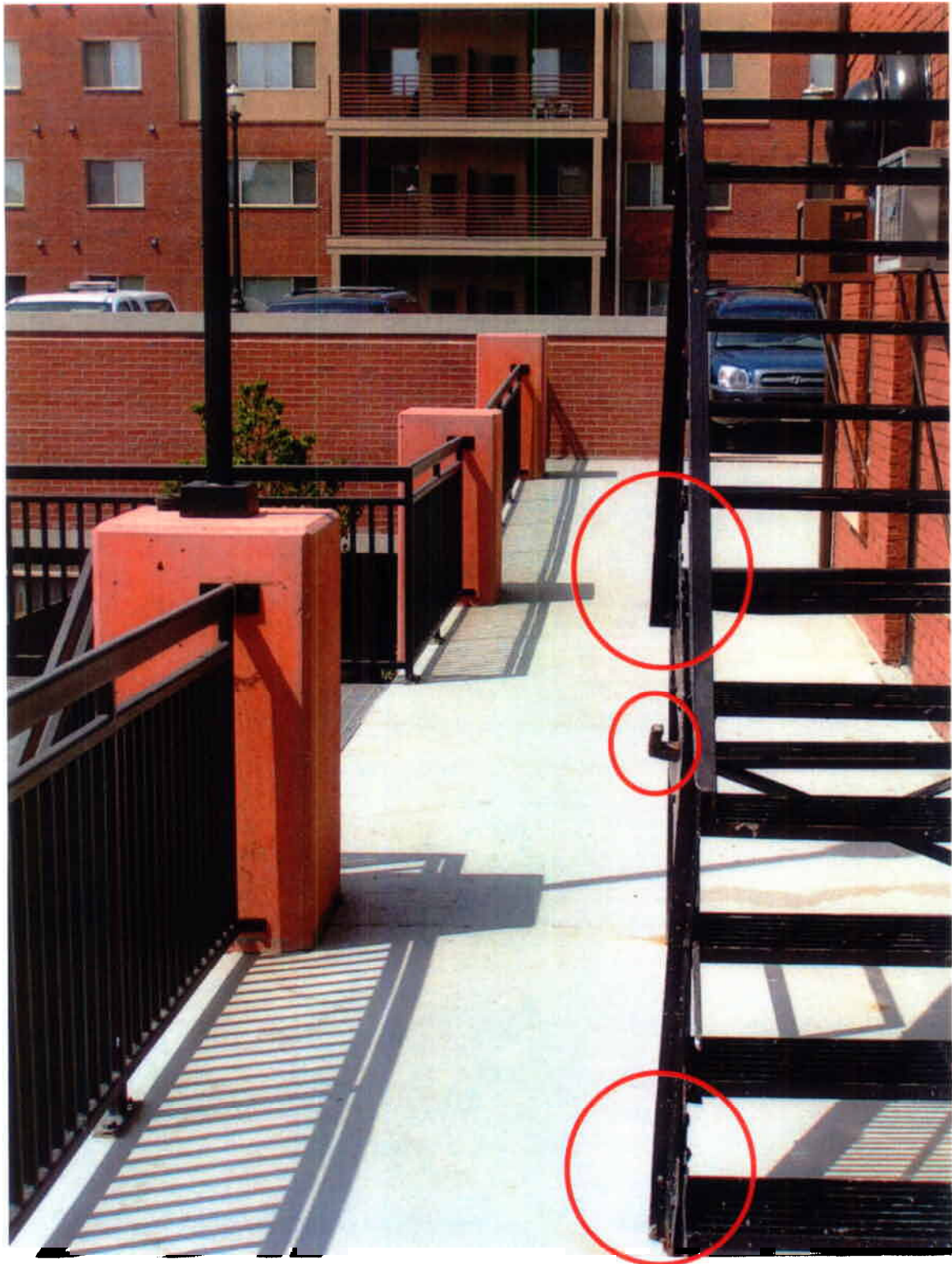
Bruce Stenz
Loss Control Specialist

Cc: Menasha CVMIC File

Attachment: Stairwells and Upper Walkway Site Pictures



Grated
Stair
Treads and
Transition
Platforms



Protrusions on Upper Walkway



MEMO

TO: Common Council and Mayor Laux

FROM: Debbie Galeazzi, City Clerk

SUBJECT: Additional Items included with Council Packets

DATE: June 27, 2007

Alderman Merkes has requested an explanation on the miscellaneous items included in the envelope with the aldermen's agenda items.

Each alderman has a mailbox located in the Clerk's office. When we are assembling the Council packets, we included any items in the mailbox in the same envelope with the folder that holds the agenda items. These items are not in the folder, so they are not part of any agenda. Aldermen can stop and pick up these miscellaneous items at anytime.

To my knowledge there is no written policy on this procedure. This has been a courtesy of the Clerk's office since before my time. If you have any questions, please feel free to contact me.



MEMORANDUM

To: Mayor and Common Council

From: PRD Tungate

Date: June 28, 2007

RE: Status of Curtis Reed Square Lighting

I will be on vacation the week of July 2 and will not be at the Common Council meeting scheduled for that night.

Beck Electric continues to search for a more durable light fixture to replace the broken or missing fixtures at Curtis Reed Square. Three more lights were repaired the week of June 18. Mr. Beck stated he felt new fixtures could be obtained and installed within the next three weeks.